



Lutterworth Town Council

Coventry Road
Lutterworth
Leicestershire
LE17 4SH

Carol Mobbs

Town Clerk

e-mail: townclerk@lutterworth.org.uk

Telephone: (01455) 550225

www.lutterworth.org.uk

4th May 2022.

Dear Councillors,

You are hereby invited to a meeting with Ben Dodd, Development Executive of Green Fox Community Energy, and Helen Chadwick, Environmental Co-ordinator of Harborough District Council commencing at 6 00pm at the Town Council offices to discuss an Electric Car Club including a presentation.

This will be followed by the Annual Town Meeting at 6 30pm. (Separate Agenda).

You are hereby Summoned to attend the Meeting of Lutterworth Town Council on Tuesday 10TH MAY 2022 commencing at 7 pm to be held at the Town Council Offices.

Also present at the Town Council meeting will be Jake Atkinson, Chief Executive of LRALC, and John Kilcoyne, Deputy Chief Executive of LRALC.

Members are reminded that apologies for absence for all council meetings should be reported to the Town Council Office to ensure that they are correctly recorded.

The purpose of the meeting is: -

22/312. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE.

22/313. TO RECEIVE ANY DECLARATIONS OF INTEREST AND TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST.

22/314. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 12th APRIL 2022 AT 7PM. (Pages 7 -10)

22/315. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON 11TH APRIL 2022 AT 7.30PM AND TO APPROVE THE 1 RECOMMENDATION CONTAINED HEREIN. (Pages 11 – 12)

22/316. THE SECTION 106 WORK PARTY MEETING HELD ON 14TH APRIL 2022 WAS CANCELLED.

22/317. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 21ST APRIL 2022 AT 7 30 PM AND TO APPROVE THE 12 RECOMMENDATIONS CONTAINED HEREIN. (Pages 13 – 16).

22/318. THE MEETING OF THE EAST LUTTERWORTH COMMITTEE TO BE HELD ON 25th APRIL 2022 WAS CANCELLED.

22/319. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE SEMI NATURAL GREEN SPACE WORK PARTY MEETING HELD ON 28ST APRIL 2022 AT 7 PM AND TO APPROVE THE 2 RECOMMENDATIONS CONTAINED HEREIN. (Pages 17 – 18)

22/320. THE ADMINISTRATION, FINANCE AND DEVELOPMENT COMMITTEE MEETING HELD ON 26TH APRIL 2022 WAS CANCELLED. (Re-scheduled for Wednesday 11th May 2022 at 7 30pm.)

22/321. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE GRANTS PANEL MEETING HELD ON 3RD MAY 2022 AT 6 30 PM AND TO APPROVE THE 1 RECOMMENDATION CONTAINED HEREIN. (Pages 19 – 20)

22/322. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE PLANNING & HIGHWAYS COMMITTEE MEETING HELD ON 3RD MAY 2022 AT 7 00 PM. (Pages 21 – 24)

22/323. TO RECEIVE THE TOWN MAYOR'S ANNOUNCEMENT.

22/324. TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS.

22/325. TO RECEIVE REPORTS FROM MEMBERS WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE TOWN COUNCIL.

22/326. TO RECEIVE COMMENTS FROM THE PUBLIC.

22/327. TO CONSIDER THE CLERKS REPORT:

FINANCE. (The finance details will be forwarded as a separate item due to the Year End close down on Thursday 28th April 2002 the accounts are currently being generated).

Accounts Paid month two attached BACS totalling £

Ratified Payments for month one.

22/328. PLANNING APPLICATIONS.

22/00933/FUL Erection of a single storey side extension to form a garage | 26 Sherrier Way Lutterworth Leicestershire LE17 4NW.

22/00853/FUL Installation of pitch roof to existing flat roof element on the front elevation, conversion of garage to habitable accommodation | 39 Riverside Road Lutterworth Leicestershire LE17 4BP

22/329. FOLLOWING THE JOINT HDC AND LTC MEETING DATED 25TH APRIL 2022.

The Town Council Chairman to give an update following the joint meeting with HDC on Monday 25th April 2022.

22/330. NEW BINS – DEFERRED ITEM NO 8 OF THE ADMINISTRATION, FINANCE AND DEVELOPMENT COMMITTEE MEETING DATED 21ST APRIL 2022.

Members are advised that the agenda item No 8 of the Administration, Finance and Development Committee meeting was deferred until after the joint HDC meeting on 25th April 2022. A discussion was had regarding the removal of bins from the Lutterworth area by HDC and It was agreed that Liz Elliott would investigate why the Town Council had not been given any warning or notice that bins were to be removed.

Prior to the joint meeting a District Councillor had requested a meeting with HDC advising them that it was to discuss contracts and as such a meeting would be treated as confidential and therefore no Town Councillor had been invited.

On the morning of Thursday 28th April 2022 employees from HDC which included, Russel Smith, Jordan Smith, John Kemp, along with Cllr Martin Sarfas convened at the Town Council offices together with the Deputy Clerk and Maintenance Supervisor who all attended the walk about meeting. It became very apparent the meeting was to discuss bins within the locality of Lutterworth.

After the meeting it was confirmed by Russel Smith that they would relocate a bin to the George Street chip shop to replace the removed bin. A larger bin will be placed in Linden Drive, replacing the removed bin, to give more capacity (double size), and a bin at the Wycliffe Memorial would be moved to replace the damaged bin outside the old Church Hall.

Russell Smith commented that "The Town looked really good on the walk around, literally no litter, the channels were detritus free, and the memorial gardens are a credit to you and the team!"

22/331. NEIGHBOURHOOD PLANNING.

Further to the joint meeting with HDC and the Town Council it was suggested that Lutterworth Town Council consider undertaking a Neighbourhood Plan. Neighbourhood planning is a way for communities to help decide the future of the places where they live and work. A Neighbourhood Plan can be split into areas/zones rather than undertaking a larger Neighbourhood plan to cover the whole of Lutterworth and there can be many resources to assist with completing a Neighbourhood Plan. Matt Bills at HDC is a willing candidate to help designate the correct procedures and assistance to the Town Council in completing a new plan.

Communities can use a Neighbourhood Plan to:

- Choose where they want new homes, shops and offices to be built
- Have their say on what those new buildings should look like
- Grant planning permission for the new buildings they want to see go ahead

A Neighbourhood Plan cannot prevent otherwise sustainable or appropriate development. A Neighbourhood Plan includes allocations for housing it cannot limit housing growth to less than what is set out in the council's development plan or regional and national guidance.

There are 5 key stages to neighbourhood planning.

1. **Defining the neighbourhood**: town and parish councils are Qualifying Bodies, but parish meetings and community groups where no parish council exists need to **apply to be called a 'neighbourhood forum'** and prepare a plan.
2. **Creating the plan**: communities can choose to draw up either a Neighbourhood Plan (to establish general planning policies for the development and use of land in a neighbourhood) or a Neighbourhood Development Order (granting planning permission for new development to go ahead)
3. **Independent check**: an independent examiner checks that the plan meets the basic standards
4. **Community referendum**: a vote will be held and if more than 50 per cent of people voting in the referendum support the plan or order, then we will bring it into force
5. **Legal force**: once a neighbourhood plan is in force decision-makers will be obliged by law to take what it says into account when they consider proposals for development in the neighbourhood.

Neighbourhood Forum applications:

When we receive an application for the designation of a 'Neighbourhood Forum' the Local Planning Authority must carry out a validation of the application and then, if all the information required has been presented to the Authority undertake a 6-week consultation on the proposed Neighbourhood Forum proposal asking for representations from the community and others.

The information required is:

Name of proposed Neighbourhood Forum

- Written constitution for proposed Neighbourhood Forum
- The name of the Neighbourhood Area to which the forum relates and a map identifying that area
- Contact details of at least one member of the proposed Neighbourhood Forum
- A statement explaining how the proposed Neighbourhood Forum meets the legal requirements, containing:
- Details of a minimum of 21 people including:
- Details of whether they live or work or are elected members in the area
- It could also describe their areas of expertise (not a requirement)
- An explanation of how the forum meets legal requirements in terms of its purpose and make up

When the 6-week consultation period is complete any representations received will be considered, and, if appropriate, the Neighbourhood Forum will be approved for designation by the Portfolio Holder for Planning Services.

22/332. LAND TRANSFER FROM HDC.

Please find the full list of areas to be considered for transferring from HDC to Lutterworth Town Council. It has been requested that transfers are taken in bulk due to the legal costs involved in the transfer of land. However, this does not mean that the Town Council have to agree to all parcels of land being transferred. (Pages 25 – 26)

22/333. LUTTERWORTH LITTER WOMBLES.

Prior to the Open Spaces Committee meeting dated 21st April 2022 there was a presentation from the Lutterworth Litter Wombles and the Leicestershire Litter Wombles.

They were requesting the support of the Town Council in the purchase of new equipment such as Pickers, Hi Vis Jackets, Hoops and gloves. A Community Grant Form has been emailed to the Lutterworth Litter Wombles co-ordinator to allow them to apply for the grant to cover the items required.

They have two specific wombles who have gone above and beyond since 2019 and they were wondering if the Town Council would be happy to make an award for their efforts.

22/334. S106 APPLICATION FOR DISPLAY CASES FOR THE MUSEUM.

Members are asked to consider making an application for S106 monies on behalf of the Lutterworth Museum Trust for the purchase of display cabinets. The cabinets are required to allow the museum to complete the relaunch and present a quality museum to the Lutterworth community.

A draft application has been prepared and has also been checked by the Community Facilities Development Officer at HDC to ensure that it complies with the requirements and is acceptable. These checks have returned a positive result.

Should the Town Council **RESOLVE** to make the application it is expected that the museum should be ready to open in late August 2022. If the Town Council **RESOLVE** not to make the application, alternative funding will need to be established and the opening date would be delayed and remain uncertain. (Pages 27 – 34)

22/335. QUEENS PLATINUM JUBILEE CAPITAL GRANT.

This year, Her Majesty, The Queen will become the first British Monarch to celebrate a Platinum Jubilee after 70 years of service. A new fund to a maximum of £70,000 for each project will help mark this historic milestone through helping to secure or develop significant capital assets across the district, as a lasting commemoration.

It has been suggested that the Town Council may wish to apply for a grant towards the refurbishment of the Town Council offices. (Pages 35 - 46)

22/336. CLARIFICATION OF ELECTORAL PROCESS.

A Zoom call was held between the Chairman and Clerk, and the CEO and Deputy CEO of LRALC, with regard to the legal process. It was confirmed that LTC were correct in amending the Standing Orders to remove any suggestion of pre-determination associated with the electoral process. However, this did not stop the council adopting an “informal” approach to the process (ie not stipulated by Standing Orders) whereby only the Deputy Mayor was ever nominated as the next Mayor. This would not prevent an alternative candidate being proposed should the existing Deputy Mayor prove to be un-fit to hold office. Councillors are asked to consider how we wish to move forward with this.

It was also confirmed that nominations had to be made by a councillor, and that any nominee MUST be an existing councillor. Following subsequent legal advice, it was further confirmed as follows:

- That a deadline for nominations for Mayor and Deputy Mayor **could** be set by the council, and that deadline **could** be in advance of the night of the election. It is questionable whether we could legally refuse any further nominations after the deadline, however, although no legislation has been quoted to support that view.

Councillors are asked to consider whether a deadline for nominations is required.

22/337. TO RECEIVE NOMINATIONS FOR MAYOR FOR 2022 / 2023

Nominations are invited for the position of Mayor for the next council year.

22/338. TO RECEIVE NOMINATIONS FOR THE POSITION OF DEPUTY MAYOR FOR 2022 / 2023

Nominations are invited for the position of Deputy Mayor for the next council year.

22/339. TOWN COUNCIL, COMMITTEE MEETING DATES FOR 2022 – 2023.

Please find the attached meeting dates for the Mayoral year 2022-2023 for consideration. These will be agreed at the Annual Town Council meeting dated 17th May 2022. (Pages 47 – 52)

22/340. APPOINTMENT OF MEMBERS TO COMMITTEES AND WORK PARTIES FOR 2022-2023.

Please find the attached list of Committees and Working Parties for consideration.

Could you please let the Town Clerk know which committee and working parties you wish to be appointed to? There is a minimum number of appointed members for each committee or work party listed on the schedule together with when each committee or work party is held. Once the Town Clerk has been given the appointments, they will be confirmed at the Annual Town Council meeting dated 17th May 2022. (Pages 53 – 54)

22/341. CEMETERY BIN.

The Town Council has received a request for the Cemetery Bin to be moved to an area that does not have any interments. (Pages 55 – 56)

22/342. MEMORIAL GARDENS LIGHTING.

We have had a request for the lighting in the Memorial Gardens to be switched on for the Queens Platinum Jubilee. I have asked the Events Officer to contact the Christmas Lighting Company to check if they are happy for the lights to be used during the summer months. I would suggest they are switched on last Friday on May 28th May 2022 for a period of 1 month until Thursday 30th June 2022.

22/343. NALC SECTOR FINANCE SURVEY 2022 – IMPORTANT SURVEY - PLEASE RESPOND AS A COUNCIL.

The NALC Funding task and finish group agreed to gather views/experiences from member councils of all sizes regarding their finances and direct funding.

The survey is a snapshot survey and will close promptly at **11:45 p.m. on 17th May 2022** so NALC would be incredibly grateful if member councils could submit responses by the deadline specified. (Pages 57 – 66)

22/344. NEW MODEL CODE OF CONDUCT.

SENT ON BEHALF OF BABS MORRIS, MONITORING OFFICER (INTERIM), HARBOROUGH DISTRICT COUNCIL

At its Adjourned Council meeting on 21st February 2022, Harborough District Council adopted the LGA's Model Code of Conduct, with local amendments. Your Town Council is requested to consider adopting the model code. (See attached). (Pages 67 – 86)

The model Code is described by the LGA as 'designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government'. The LGA Model Code is suggested national good practice. Monitoring Officers across Leicestershire worked together to review the LGA Model Code and made some changes to the format and style, with the aim of producing a Code that could be adopted on a county wide basis.

Should you choose to adopt the locally amended model Code there is also an updated Register of Interests form and they would ask all Town Councillors to complete and return. The Town Clerk has requested a copy of the new form so she will distribute once received.

22/345. DATE OF NEXT MEETING.

The date of the next meeting will be Tuesday 14TH June 2022 at 7 pm.

A handwritten signature in blue ink, appearing to read 'Carol Mobbs', with a long horizontal flourish extending to the right.

Carol Mobbs
Town Clerk