



Rural Capital of Food

Agenda

Meeting name	Town Area Committee
Date	Monday, 18 September 2017
Start time	6.30 pm
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray LE13 1GH
Other information	This meeting is open to the public

Members of the Town Area Committee are invited to attend the above meeting to consider the following items of business.

Edd de Coverly
Chief Executive

Membership

Councillors	M. Glancy (Chair)	S. Lumley (Vice-Chair)
	T. Bains	T. Beaken
	M. Blase	P. Cumbers
	J. Douglas	P. Faulkner
	A. Freer-Jones	T. Greenow
	J. Hurrell	J. Illingworth
	A. Pearson	P. Posnett
	J. Wyatt	

Quorum: 4 Councillors

Meeting enquiries	Catherine Richards
Email	crichards@melton.gov.uk
Agenda despatched	Friday, 8 September 2017

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES To confirm the minutes of the meeting held on 19 June 2017. To confirm the minutes of the Consultation meeting held on 24 July 2017. To confirm the minutes of the Consultation meeting held on 21 August 2017.	1 - 12
3.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	13 - 14
4.	RECOMMENDATIONS FROM OTHER COMMITTEES There are no recommendations from other Committees.	
5.	PRIORITY NEIGHBOURHOODS - ADDRESSING KEY TOWN ISSUES THROUGH NEIGHBOURHOOD MANAGEMENT The Deputy Chief Executive to deliver a presentation outlining the priority neighbourhood approach in identifying and addressing issues in the Town.	
6.	BUDGET MONITORING APRIL TO JUNE 2017 The Corporate Director to submit a report which provides information on actual expenditure and income incurred on this Committee's services compared to the latest approved budget for the period 1 April to 30 June 2017.	15 - 18
7.	CAPITAL PROGRAMME MONITORING APRIL TO JULY 2017 The Corporate Director to submit a report updating the Committee on the progress of the scheme within the Capital Programme to 31 July 2017.	19 - 22
8.	CORPORATE REVIEW OF FEES AND CHARGES The Corporate Director to submit a report which provides information on the fees and charges made by this Committee and recommends changes to operate from 1 April 2018.	23 - 30
9.	DOG FOULING UPDATE AND PROPOSALS The Head of Strategic Planning and Regulatory Services to submit a report updating Members on activities planned to tackle dog fouling.	31 - 36
10.	URGENT BUSINESS To consider any other items that the Chair considers urgent.	

This page is intentionally left blank



TOWN AREA COMMITTEE

PARKSIDE, STATION APPROACH, BURTON STREET, MELTON MOWBRAY

19 JUNE 2017

PRESENT:-

Councillors M Glancy (Chair), T Beaken, M. Blase,
P Cumbers, P Faulkner, T Greenow, J Illingworth, S Lumley, A Pearson,
J Wyatt

Head of Central Services
Head of Communities and Neighbourhoods
Head of Regulatory Services
Administrative Assistant Communications & Member Support

T1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bains, Douglas, Hurrell and Posnett. Councillor Freer-Jones was also not present.

T2. MINUTES

The Minutes of the meeting held on 13 March 2017 were confirmed and authorised to be signed by the Chair at the earliest opportunity.

The Minutes of the meeting held on 10 April 2017 were confirmed and authorised to be signed by the Chair at the earliest opportunity.

T3. DECLARATIONS OF INTEREST

Councillor Pearson declared a personal interest in any matters relating to the County Council due to his role as County Councillor.

T4. RECOMMENDATIONS FROM OTHER COMMITTEES

There were no recommendations from other Committees.

T5. DOG FOULING AND LITTER UPDATE

The Head of Regulatory Services

- (a) submitted a report (copies of which had previously been circulated to Members) which updated the Committee on steps taken since the meeting of 13 March 2017;
- (b) provided a brief overview of the report, advising that this Council was drawing on a range of ideas and developing a long term Plan to successfully tackle this problem. He acknowledged there was still much work to be done;
- (c) advised that he hoped to provide a further update to this Committee in August 2017.

A Member queried, "Of the £7,000 committed to ensure a one off clean-up, how much has been spent to date?" The Head of Regulatory Services advised that he was unsure of the exact sums but understood that not much of that sum had been eroded and would provide a breakdown of the expenditure.

Another Member raised that information on the location of bins had been requested from Biffa and asked for clarification on whether this information would be provided. The Head of Regulatory Services advised that Biffa would charge this Council a fee to supply the information and confirmed his Service would provide a map, plotting the location of the bins in as much detail as required by Members.

There being no further comments or questions from Members it was

RESOLVED that

- (1) the steps taken and progress made as described in the report be noted
- (2) the intention to receive a further report, as agreed at the meeting of 13 March, containing a Plan for the educational and environmental work in relation to dog fouling be noted.

T6. APPROVAL OF PROJECT MANDATE AND BUSINESS PLAN – PLAY EQUIPMENT

The Head of Communities and Neighbourhoods

- (a) submitted a report (copies of which had previously been circulated to Members) which sought Members approval of a Project Mandate and Business Case for the installation of new Play Equipment
- (b) gave a brief overview of the report, advising that the Project Mandate (Appendix A) highlighted key points relating to the proposed installation of play equipment at Kirby Fields and Honeysuckle Way. The Business Case (Appendix B) provided additional detail, including financial implications. A budget of £18,000 had been identified to carry out the installation of equipment. This sum would be resourced from the Play Equipment Renewal and Replacement Fund and would form part of this Committee's Capital Programme for 2017/18.
- (c) advised that recommendation 2.1(ii) was amended to read 'Policy, Finance and Administration Committee be requested to approve the Business Case

attached as Appendix B and a supplementary estimate of £18,000, funded from the Play Equipment Renewal and Reserve Fund.'

A Member recalled a query raised by a resident who had taken her grandchildren to Honeysuckle Way to find that the play equipment had been removed. He asked whether a response had been provided to this resident. The Head of Communities and Neighbourhoods confirmed that a response had been provided.

Another Member advised that they had asked people to take their dogs out of parks and suggested that notices stating 'no dogs allowed' be placed at parks to advise the public of this.

A further query was raised by a Member, asking if play equipment was assessed every year to determine what equipment needed to be replaced. The Head of Communities and Neighbourhoods confirmed this was the case and further commented that future findings would be submitted to this Committee (instead of to the Rural, Economic and Environmental Affairs Committee).

There being no further comments or questions forthcoming from Members, it was

RESOLVED that the Business Case attached as Appendix B together with a supplementary estimate of £18,000, funded from the Play Equipment Renewal and Reserve Fund be referred to Policy, Finance and Administration Committee for approval.

T7. MELTON TOWN CENTRE AUDIT REPORT

The Head of Central Services

- (a) submitted a report (copies of which had previously been circulated to Members) providing information on a recent access audit of Melton Town Centre, with a view of producing an action plan of the issues identified. This report went to Rural, Economic and Environmental Affairs Committee on 7 June 2017 and was referred to this Committee for consultation and to provide any feedback to influence any future action plan;
- (b) gave a brief overview of the report, advising that comments made by Members of this Committee would be fed into a detailed action plan for the Rural, Economic and Environmental Affairs Committee.

A Member commented that there was no information on costings and the Head of Central Services advised that there was a need to prioritise and obtain costings. She added that for example, car park costings would be obtained when white lining the carpark, so not to incur additional expense.

A further comment was made by a Member asking what this Council's relationship with the Town Estate was like. The Head of Central Services advised that this Council had held regular meetings with the Town Estate in the past. There had also been meetings with the previous Action Group and other responsible bodies. She stated that this Council had advised them of the recommendations and would continue to lobby those other groups and bodies.

RESOLVED that

- (1) the findings of the report be noted
- (2) the above comments made by Members of this Committee be included in a future report and action plan to go to the Rural, Economic and Environmental Affairs Committee

T8. URGENT BUSINESS

There was no urgent business.

The meeting which commenced at 18:30 p.m., closed at 18:58 p.m.

Chairman



TOWN AREA COMMITTEE

PARKSIDE, STATION APPROACH, BURTON STREET, MELTON MOWBRAY

24 JULY 2017

PRESENT:-

Councillors M. Glancy (Chair),
M. Blase, T. Beaken, J. Douglas, A. Freer-Jones, T. Greenow,
J. Illingworth, S. Lumley

Chief Executive
Administrative Assistant Communication and Member Support

T9. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bains, Cumbers, Pearson, Posnett and Wyatt. Councillors Faulkner and Hurrell were also not present.

T10. DECLARATIONS OF INTEREST

Councillors Greenow and Illingworth each declared a personal interest as Members of the Planning Committee and here left the meeting.

Councillor Beaken declared a pecuniary interest in the following planning application and left the meeting during consideration of the application.

Councillor Glancy declared a personal interest as a Member of the Planning Committee and proposed Councillor Lumley Chair the meeting.

(Councillor Glancy here left the meeting)
(Councillor Lumley in Chair)

T11. CONSULTATION – PLANNING APPLICATIONS

The following Planning Application was considered and comments submitted on the application as indicated.

Item No.	Application Reference	Application Summary
1.	17/00756/REM	<u>88 Dalby Road, Melton Mowbray, LE13 0BH.</u> Approval of reserved matters 16/00898/OUT : Condition 2 appearance, scale, landscaping and layout

The Chief Executive gave an overview of Planning Application reference 17/00756/REM and plans of the site were viewed by Members.

Committee Comments

A discussion was held, concerning the planning application and Members made the following comments:-

- The proposed eighth bungalow could not be identified from the plans viewed and confirmation as to whether the application was for seven or eight bungalows was required.
- Vehicular access looked limited, in respect of the proposed bungalows. In particular, confirmation there was enough room to manoeuvre and that the proposed road would be wide enough for two-way access/egress was needed in respect of Plots Five to Seven.
- Consideration should be given to whether there would be sufficient car parking for visitors.
- Appearance, including proposed trees and landscaping were adequate.
- The design of the street was good. The varied street scene was appreciated.

Additional Comments/Reasons:

- The Committee's comments as listed above form part of the consultation on Planning Application 17/00756/REM.

(Councillor Beaken here re-entered the meeting).

Item No.	Application Reference	Application Summary
2.	17/00805/COU	31 – 33 Grange Drive, Melton Mowbray, LE13 1EY. Change of use from retail shops (Class A1) to hot food takeaway (Class A5)

The Chief Executive gave an overview of Planning Application reference 17/00805/COU and plans of the site were viewed by Members.

Councillor Douglas read a letter from Mrs. C. Moore-Coltman, objecting to the application due to concerns about litter, noise and extra traffic, as there was already a high volume of traffic in the area. Councillor Beaken advised that she had received a telephone call from a resident, objecting to the application due to concerns about anti-social behaviour, parking and extra traffic.

Committee Comments

A discussion was held, concerning the planning application and Members made the following comments:-

- What were the proposed licensing hours (opening /closing times). There would need to be strict observance of times suitable for a residential area (no later than 10pm suggested).

- There were currently two bins in the area but would this be sufficient to avoid litter problems? Adequate provision of litter bins would be required.
- Assurance that odours and noise would be managed proactively was needed. There were two flats above the One Stop Shop. A suitable extractor fan would be necessary, giving particular consideration to these residents.
- Would there be adequate parking in the vicinity? What impact would additional parking requirements have on residents.
- The chimney should not be reflective.
- The hot food take away may meet a need in the local area.
- It would neaten the row/vacant plot.

Additional Comments/Reasons:

- The Committee's comments as listed above form part of the consultation on Planning Application 17/00805/COU.

T12. URGENT BUSINESS

There was no urgent business.

The meeting which commenced at 6:30 p.m, closed at 7:20 p.m

Chairman

This page is intentionally left blank



TOWN AREA COMMITTEE

PARKSIDE, STATION APPROACH, BURTON STREET, MELTON MOWBRAY

21 AUGUST 2017

PRESENT:-

Councillors M. Glancy (Chair),
T. Beaken, M. Blase, T. Greenow, J. Illingworth

Acting Chief Executive
Administrative Assistant Communication and Member Support

T13. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bains, Cumbers, Douglas, Faulkner, Freer-Jones, Hurrell (post meeting), Lumley and Pearson. Councillors Posnett and Wyatt were also not present.

T14. DECLARATIONS OF INTEREST

Councillors Greenow and Illingworth each declared a personal interest as Members of the Planning Committee and here left the meeting.

Councillor Glancy declared a personal interest as a Member of the Planning Committee and stated she would not participate in the determination of this planning application at the Planning Committee.

(Inquorate meeting : It was agreed that the Consultation proceed and comments be put forward to the Planning Committee from an inquorate Town Area Committee Consultation).

T15. CONSULTATION – PLANNING APPLICATIONS

The following Planning Application was considered and comments submitted on the application as indicated.

Item No.	Application Reference	Application Summary
1.	17/00711/FUL	<u>Nottingham Road, Melton Mowbray.</u> Proposed re-plan of 77 residential units from reserved matters application 16/00259/REM for 85 units

The Acting Chief Executive gave an overview of Planning Application reference 17/00711/FUL and plans of the site were viewed by Members.

Committee Comments

A discussion was held, concerning the planning application and Members made the following comments:-

- This area was prone to flooding. Safeguards would need to be put in place to mitigate this risk
- Concerns over road width, particularly the main access road. What was the proposed width of the road? Would it facilitate off-road parking? Would there be provision for up to several cars to park there? Roads within the development needed to be appropriate to facilitate access/egress and parking for residents and visitors as well as for refuse, delivery and emergency vehicles
- Concerns over garage size. It was suggested that parking an average size car in the proposed garages would not provide enough room for the driver and passengers to get in/out of the car
- Concerns over parking, particularly within the 'central area' of the 'Masterplan' (and taking in to account increases in traffic each year). The proposed layout encouraged pavement parking
- What was the purpose of the screen wall and screen fence?
- The green areas indicated on the 'Masterplan' were appreciated by Members but it was suggested that slightly less green areas and wider roads would be more beneficial

Additional Comments/Reasons:

- It was noted that permission was already in place for development under 16/00259/REM and comments would be submitted on the proposals within the new application (17/00711/FUL). It was also noted that the proposal to build 85 properties remained and the properties outlined red on the 'Masterplan' would not change under this application
- Members commented that in general, roads on new development sites were narrower than established roads and these needed to be wider in order to be fit for purpose, garages were not large enough and driveways and allocated car park spaces did not provide sufficient space to facilitate access/egress into properties
- It was noted that a lot of homes would be built in the area and it was vital that they be fit for purpose
- The inquirer's comments, as listed above form part of the consultation on Planning Application 17/00711/FUL.

T16. URGENT BUSINESS

- Meeting with Melton Matters

The Chair provided a brief update on details of a future meeting between Members and the Melton Matters group, advising that the meeting would take place on Friday, 8 September. She highlighted that the group had invited Members to a 'patch walk about' and advised that this would be a useful opportunity for Members to liaise with the group and gain a further understanding of how the group would work. She confirmed that 'Melton Matters' would be discussed in greater detail at Town Area Committee on 18 September.

The meeting which commenced at 6:34 p.m, closed at 7:00 p.m

Chairman

This page is intentionally left blank

Advice on Members' Interests

COUNCIL MEETINGS - COMMITTEE MINUTES : DECLARATION OF INTERESTS

Interests need not be declared at Full Council in relation to Committee Minutes which do not become the subject of debate at Full Council (i.e. Minutes referred to solely on a page by page basis when working through the Minutes of each Committee.)

An interest must be declared at Full Council as soon as it becomes apparent that a relevant Committee Minute is to be debated – this applies even if an interest has been declared at Committee and is recorded in the Minutes of that Committee.

PERSONAL AND NON-PECUNIARY INTERESTS

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non-pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

You must state that you have a personal and non-pecuniary interest and the nature of your interest. You may stay, take part and vote in the meeting.

PERSONAL AND PECUNIARY INTERESTS

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room***. You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Governance Committee.

DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.

You may not attend a meeting or stay in the room as either an Observer Councillor or *Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest*.

BIAS

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.*

*There are some exceptions – please refer to paragraphs 13(2) and 13(3) of the Code of Conduct

This page is intentionally left blank

TOWN AREA COMMITTEE

18 SEPTEMBER 2017

REPORT OF CORPORATE DIRECTOR

BUDGET MONITORING APRIL TO JUNE 2017

1.0 PURPOSE OF THE REPORT

- 1.1 To provide information on actual expenditure and income incurred on this Committee's services compared to the latest approved budget for the period 1st April 2017 to 30th June 2017.

2.0 RECOMMENDATION

- 2.1 It is recommended that the financial position on each of this Committee's services to 30th June 2017 and year end forecast be noted.

3.0 KEY ISSUES

- 3.1 As part of the Council's budget monitoring procedures all budget holders are asked on a quarterly basis to provide details of service and financial performance. Copies of the budget holders' returns are available for further information.

Overall Position

- 3.2 A summary of income and expenditure for all of this Committee's services is attached at Appendix A. This information has previously been circulated to Members as part of the Members' Newsletter.

- 3.3 A summary of the income and expenditure for this Committee's services compared to the approved budget at June 2017 is as follows:

	Approved Budget @ June 17 £	April to June 17 Budget £	April to June 17 Net Expen- diture £	YTD Variance Underspend (-) £	Year End Forecast £	Year End Variance Underspend (-) £
Special Expenses	634,340	133,254	94,499	-38,755	631,385	-2,955

- 3.4 The above figures show that an underspend of £2,955 is forecast of which there are no significant individual variances.

4.0 POLICY AND CORPORATE IMPLICATIONS

- 4.1 Policy and corporate implications were addressed in setting the current year's budget. There are no further policy and corporate implications arising from this report.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 All financial and resource implications have been addressed within paragraph 3.0.

6.0 LEGAL IMPLICATIONS/POWERS

6.1 Legal implications/powers were addressed in setting the current year's budget. There are no further legal implications arising from this report.

7.0 COMMUNITY SAFETY

7.1 Community safety issues were addressed in setting the current year's budget. There are no further community safety issues arising from this report.

8.0 EQUALITIES

8.1 Equalities issues were addressed in setting the current year's budget. There are no further equalities issues arising from this report.

9.0 RISKS

9.1 The regularity of budget monitoring for each specific budget is based on the level of risk attributed to that budget. This is determined at the start of the financial year and is reported to members as part of the Council Tax setting report.

10.0 CLIMATE CHANGE

10.1 There are no climate change issues arising from this report.

11.0 CONSULTATION

11.1 Budget Holders and the Service Accountant discuss the financial performance of the service accounts at budget monitoring meetings arranged with reference to current budget monitoring protocols.

12.0 WARDS AFFECTED

12.1 All wards are affected.

Contact Officer: Natasha Bailey

Date: 17 August 2017

Appendices: Appendix A – Summary of Income & Expenditure

Background Papers: Oracle Financial Reports
Budget Holder Comments on Performance

Reference: X:/C'ttee, Council & Sub-C'ttees/Town Area Committee/2017-18/18-09-17/Budget Monitoring April to June 2017

Town Area Committee
Summary of Income & Expenditure
April to June 2017

Appendix A

	Original Budget	Approved Budget at June 17	April - June Budget	April - June Net Expenditure	Variance Underspend (-)	Year End Forecast	Year End Variance Underspend (-)	
	£	£	£	£	£	£	£	
Melton Mowbray								
1 101 Town Area Community Centres	21,220	21,220	15,110	14,900	-210	26,420	5,200	☹
2 270 Open Spaces	81,190	88,190	13,965	3,806	-10,159	79,570	-8,620	☺
3 325 Cemeteries	-59,080	-59,080	-13,208	-9,868	3,340	-59,680	-600	☺
4 330 Allotments	-1,140	-1,140	-1,918	-1,935	-18	-500	640	☹
5 478 Corporate R&M Special	19,800	24,700	12,685	12,481	-204	24,700	0	☺
6 636 Corporate & Democratic Core Special	16,130	16,130	4,032	5,697	1,664	16,560	430	☹
7 777 Miscellaneous Special Expenses	0	0	0	0	0	0	0	☺
8 Total Controllable Costs	78,120	90,020	30,668	25,082	-5,586	87,070	-2,950	
9 Total Uncontrollable Costs	544,320	544,320	102,586	69,417	-33,169	544,320	0	
Total - Special Expenses	622,440	634,340	133,254	94,499	-38,755	631,390	-2,950	

This page is intentionally left blank

TOWN AREA COMMITTEE

18 SEPTEMBER 2017

REPORT OF CORPORATE DIRECTOR

CAPITAL PROGRAMME MONITORING TO 31 JULY 2017

1.0 PURPOSE OF THE REPORT

- 1.1 To update the Committee on the progress of the scheme within the Capital Programme to 31st July 2017.

2.0 RECOMMENDATIONS

- 2.1 Members note the progress made on the capital scheme as attached at Appendix A.

3.0 KEY ISSUES

- 3.1 Under the Capital Programme Project Appraisal System, monitoring of actual capital expenditure against authorised expenditure is undertaken on a regular basis and reported to the Management Team in its capacity as the Council's Programme Board. Appendix A gives details of the spending against budget for the scheme within this Committee up to 31 July 2017 which is the latest available information at the agenda date.

4.0 POLICY AND CORPORATE IMPLICATIONS

- 4.1 Policy and corporate implications were addressed in setting the current year's budget. There are no further policy and corporate implications arising from this report.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

- 5.1 The financial implications for each scheme are as set out in Appendix A
- 5.2 The overall position for all capital schemes falling within this Committee is as set out below.

Capital Schemes	Allocated Funding 2017/18 Budget	Authorised Funding 2017/18 (Business Case Approved)	Actual Expenditure to 31 July 2017	Year End Forecast	Year End Variance (-) Underspend
	£'000	£'000	£'000	£'000	£'000
Special Expenses	18	18	0	18	0

- 5.3 The capital programme is made up of one scheme; Play Area Equipment Kirby Fields and Honeysuckle Way. The business case was approved at PFA earlier in the year and the equipment has been ordered and is to be installed in September 2017.

6.0 LEGAL IMPLICATIONS

- 6.1 Legal implications/powers were addressed in setting the current year's programme. There are no further legal implications arising from this report.

7.0 COMMUNITY SAFETY

7.1 Individual schemes could have links to community safety issues. These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

8.0 EQUALITIES

8.1 Individual schemes could have links to equalities issues. These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

9.0 RISKS

9.1 These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

10.0 CLIMATE CHANGE

10.1 Individual schemes could have links to climate change issues. These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

11.0 CONSULTATION

11.1 Consultation takes place between project managers and the Financial Accountant to determine the information included in Appendix A. Reports are also prepared on a quarterly basis for the Programme Board.

12.0 WARDS AFFECTED

12.1 To varying degrees all wards are affected by capital schemes within this Committee

Contact Officer: Natasha Bailey
Date: 18th August 2017
Appendices: Appendix A – Capital Programme Progress Report – Jul 2017
Background Papers: Oracle Financial Reports
Budget Holder Comments on Performance
Reference: X:\Cttee, Council & Sub Cttees\TAC\2017.18\180917/DG-Capital Prog. Monitoring-
Apr to Jul 17.

CAPITAL PROGRAMME 2017/18 PROGRESS REPORT - JULY 2017

APPENDIX A

	Grant Funded	Business Case Approved	Budget for Year	Actual April 17 to July 17	Forecast	Variance (-) = Underspend	Project Manager	Comments
	Y/N	Y/N	£000	£000	£000	£000		
Special Expenses								
Play Area Equipment - Kirby Fields and Honeysuckle Way	y	y	18	0	18	0	RS	Business case recently approved at PFA and play equipment ordered to be delivered and installed in September.

TOTAL - SPECIAL EXPENSES

18	0	18	0
-----------	----------	-----------	----------

Key to Initials:

RS = Raman Selvon

This page is intentionally left blank

TOWN AREA COMMITTEE

18 SEPTEMBER 2017

REPORT OF CORPORATE DIRECTOR

A CORPORATE REVIEW OF CHARGES 2018-19

1.0 PURPOSE OF REPORT

- 1.1 To provide information on the various fees and charges that are made by this committee.
- 1.2 To recommend changes to these charges to operate from 1st April 2018.

2.0 RECOMMENDATIONS

- 2.1 **That the Committee determines the level of charges for 2018-19 for each of the services set out in the attached table to operate from 1st April 2018.**

3.0 BACKGROUND

All charges

- 3.1 As set out in the constitution only new proposed charges or charges that were proposed to be increased above or below inflation are considered by members. As such statutory charges have not been included within the report for consideration by members. Those that are increased in line with inflation are approved by the Corporate Director under delegated authority.
- 3.2 Appendix A shows the proposed charges for services that fall outside delegated authority. The table also summarises the financial objective of the current charging policy, the existing charges, the current level of any subsidy and the reason for the recommended charge.
- 3.3 There is a charging policy included in the MTFIS; this should be used as a guideline when setting fees and charges.
- 3.4 As part of the review budget holders are asked to complete a "review of charges form for 2018-19" for each distinct charging area. The aim of this process is to gather background information to the charges being reviewed. A set of completed forms are held electronically and can be viewed at the meeting.

3.5 Open Spaces

- 3.5.1 The proposed fee increase in relation to casual football pitch bookings is as a result of a benchmarking exercise and will bring the charge in line with the lowest of the benchmarks. It should be noted that due to the Melton Sports Village and other local facilities, it is not expected that there will be much take up of these services but it is proposed to leave the charge in to allow a charge to be made should the need arise.

3.6 Allotments

- 3.6.1 As part of the 2017-18 fees and charges setting process, Members approved a three year fixed fee which is in place until 2019-20.

3.8 Free Services

3.8.1 With the exception of the concessions as highlighted in Appendix A, there is only one service which has been put forward by budget holders as provided free of charge. This is detailed in Appendix B where the budget holder has provided an explanation as to why charges have not been introduced.

4.0 POLICY & CORPORATE IMPLICATIONS

4.1 The fees and charges set out in this report are the ones that do not meet the charging policy set in line with corporate and service objectives; these vary according to the service provided. More detailed explanations on each service's corporate implications can be found on the forms available at the meeting.

5.0 FINANCIAL & OTHER RESOURCE IMPLICATIONS

5.1 Financial and resource implications have been addressed within paragraph 3. Once approved, these charges will be built into the 2018/19 revenue budget process.

5.2 Some services include chargeable and non chargeable elements. In line with the charging policy, the best estimate of under/over recovery of costs is included in Appendix A. Members may wish to review whether it is appropriate for those services receiving a subsidy to continue to do so.

5.3 Local Government funding continues to be reviewed and there is great uncertainty surrounding funding in later years although almost certainly will be reduced. This is reflected in the Council's MTFs and places a greater onus on the Council to seek to maximise its income from other sources.

6.0 LEGAL IMPLICATIONS/POWERS

6.1 Local Authorities have certain limited freedoms to charge for discretionary services under the Local Government Act 2003. Where appropriate any other relevant legislation is noted within the Appendix A to this report.

7.0 COMMUNITY SAFETY

7.1 There are no direct links to community safety arising from this report.

8.0 EQUALITIES

8.1 An equalities impact assessment (EIA) has been completed for the charging policy previously agreed by PFA. The EIA has been reviewed in conjunction with the updated charging policy. The main implication arising is the need for service areas to undertake their own EIA for the charges they are responsible for to ensure the appropriate equalities considerations have been taken into account when setting the fees and charges.

9.0 RISKS

9.1 A possible risk to the Council is that budgeted revenue income may not be achieved if services are not taken up due to any charges increase. Income budgets are regularly monitored and where a downturn in demand is identified appropriate action is taken.

10.0 CLIMATE CHANGE

10.1 There are no climate change issues directly arising from this report.

11.0 CONSULTATION

11.1 Budget Holders carried out the review with the assistance of the Service Accountant as required with reference to current budget monitoring protocols.

12.0 **WARDS AFFECTED**

12.1 All wards are affected.

Contact Officer: Natasha Bailey
Date: 21st August 2017
Appendices: Appendix A – Review of Fees and Charges
Appendix B – Free Services
Background Papers: Forms for the Review of Charges
Charging Policy
Reference: X:\Cttee, Council & Sub Cttees\TAC\2017-18\180917\DG – Review of Charges

This page is intentionally left blank

TOWN AREA COMMITTEE
 REVIEW OF CHARGES
 CHARGES CONTROLLABLE BY MBC - NON INFLATION

APPENDIX A

Service Provided	Financial Objectives of Charging Policy	Existing Charge	Effective Date of Last Increase	Annual Income £	Annual Usage	Concessions	Net cost/ (surplus) to MBC	Recommended Charge 2018/19	Reason for Recommendation	Additional Income £
Open Spaces Town Amenities - Thorpe Road	Subsidised									
Casual Booking		£30	Apr-16	£0	0	Separate agreement with Melton and District Sunday League	£394,090 (for whole service)	£34	Benchmarking - to bring the charge in line with lowest of the comparable charges	£0
Melton Country Park Casual Booking	£30			£1,270	0	None		£34		
Allotments	Cost Recovery									
Full Plot (250 sq metres)		£50	Apr-17	£5,847	51	33% for those on pension credit	£22,400	£50	In 2016/17 it was approved that the charges would be fixed for a three year period (2017/18 to 2019/20).	£0
Half Plot (125 sq metres)	£30	Apr-17		96	33% for those on pension credit	£30		£0		

This page is intentionally left blank

TAC Services currently provided free of charge

Open Spaces (Special)	
Melton Country Park Car Park (Special Expenses)	There is currently no charge for car parking at the Country Park Special Expenses car park (near to the football pitches and pavilion – the Visitors Centre car park is under the remit of CSA). A charge is not proposed to be introduced as the Country Park is primarily associated with formal and informal recreation and introducing charges for the use of the car parks is likely to deter usage.

This page is intentionally left blank

TOWN AREA COMMITTEE

18th SEPTEBER 2017

REPORT OF HEAD OF REGULATORY SERVICES

DOG FOULING AND ENFORCEMENT- UPDATE

1.0 PURPOSE OF REPORT

1.1 To provide Members with an update of the decisions made at the meetings of 13th March 2017 and 19th June 2017 regarding the above.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee:

- (i) **Notes the steps taken and progress made as described in this report.**
- (ii) **Notes the intention to submit a further report to REEA Committee in November 2017 I relation to Public Space Protection Orders and options for enforcement, including resource implications.**

3.0 KEY ISSUES

3.1 The Committee appointed Cllr Pearson to be the Environmental Champion. A further meeting of officer and Members of the public who had approached the Council took place on 29th March 2017 to discuss progress. From this various actions have been taken by the Council and the residents involved:

- **'Take a bag, leave a bag' dispensers:** Samples have been purchased and can be compared for their suitability. It is suggested the way forward on this is for Cllr Pearson's group to meet and make a recommendation to a subsequent meeting of Town Area Committee to decide which version to purchase, how many, and where the optimum locations should be.
- **'We're watching you' posters for lampposts** have been sourced and priced, at a much lower rate than previously. Again it is suggested Cllr Pearson's group to meet and make a recommendation to a subsequent meeting of Town Area Committee to decide how many to purchase and where the optimum locations should be.
- **Adding a Street Scene option to the MBC telephone system option:** This is not possible at present because of constraints upon the adaptability of our 'phone system at present. However we are in the process of replacing it and the new system will allow greater opportunity, at which time this can be revisited. As a Council we seek to encourage as many 'service requests' (which is this would fall into) to be made on line because it is much more

efficient in terms of receiving the request and depositing it directly with the appropriate team for action, and of course is not restricted to office hours. We have relocated the 'report a problem' website option <http://www.melton.gov.uk/> to the front page from where a range of service requests including dog fouling can be made and which transfer directly to the service team http://www.melton.gov.uk/homepage/62/report_a_problem The 'Melton Matters group have been requested to promote this 'route' on their social media presence and in any promotional/campaign activity

- Progress on making contact with **Westleigh Developments** re the installation of litter bins; This has not been completed to date as it has been given a lesser priority, bearing in mind we expect it to be many months until the houses and offices on this scheme are occupied.
- MBC utilisation of the substantial '**Melton Matters**' social media subscribers for its wider and more general publicity. This is possible and indeed desirable, and 'Melton Matters' have been asked to 'follow' the MBC Facebook page, and then our posts would automatically appear on their feed.
- **Participation of key Members and officers, including the Chief Executive, in further 'patch walks'** arranged by the 'Melton Matters' group, which are in addition the regular such activities carried out in Priority Neighbourhoods.
- **Stickers for bins** have been posted on bins advising that bins can be used for dog fouling as well as litter.
- **'Hot spots' have been visited** (a combination of those we had compiled from reports to MBC and those added from the information provided by 'Melton Matters' arising from complaints received on their social media presence) and surveyed for the presence, or otherwise, of bins, and where lacking new bins have been installed (6). For background information, a bin is approx. **£150** and costs £75 p.a. to service, depending on location & frequency.
- **A town map** has been supplied to Melton Matters enable 'Melton Matters' to plot bin locations and shortfalls in provision, and organiser 'patch walks' by their volunteers.

3.2 In addition progress has been made regarding **Public Space Protection Orders (PSPO)**. These were to be considered by the Council's REEA Committee when it met in August. However there were some legislative changes which allowed the existing Dog Control Order to retain their legal status and enforcement capability and as such only need to be introduced if which to extend their scope (either geographically, or the range of 'offences' (behaviours) they cover. The Committee will be invited to consider the scope of such Orders and/or whether to maintain them solely for dog fouling offences, in which case no new order is necessary. It is now intended to present such a report to the REEA Committee along with costed options to improve enforcement on the subject matter. An approach has been developed to the use of Parking attendants for dog fouling

enforcement and their presence as a deterrent in 'hot spots', but the Committee will be invited to consider their frequency, geographical presence and resultant costs.

- 3.3 The outstanding issue from the meeting of 19th March is to develop a longer term Plan to drive improvements in the future, including educational aspects and suggestions for enhanced enforcement/deterrent. This will be submitted to a future meeting of this Committee initially, with referral to others depending on the intentions agreed.

4.0 POLICY AND CORPORATE IMPLICATIONS

- 4.1 The issue is considered to relate to both 'People' and 'Place' Corporate Priorities (in terms of creating an environment that meets people's needs and reducing crime respectively).

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

- 5.1 The measures taken to date have resulted in an increase in use of resources in terms of;

- Installation and replacement of bins
- Purchase of 'warning' and informative stickers
- Increased incidences of reports of fouling and fly tipping.

- 5.2 At present these have been met from existing resources but the future steps may exceed those available and demand. The resource implications of additional measures will be included the report and plan referred to at para. 3.2 above.

6.0 LEGAL IMPLICATIONS/POWERS

- 6.1 There are no direct legal implications arising from this report at present.
- 6.2 Melton Borough Council is provided with powers under the Anti-social Behaviour Crime and Policing Act 2014 Sections 59-79 proposes to make Public Space Protection Orders (PSPOs).

7.0 COMMUNITY SAFETY

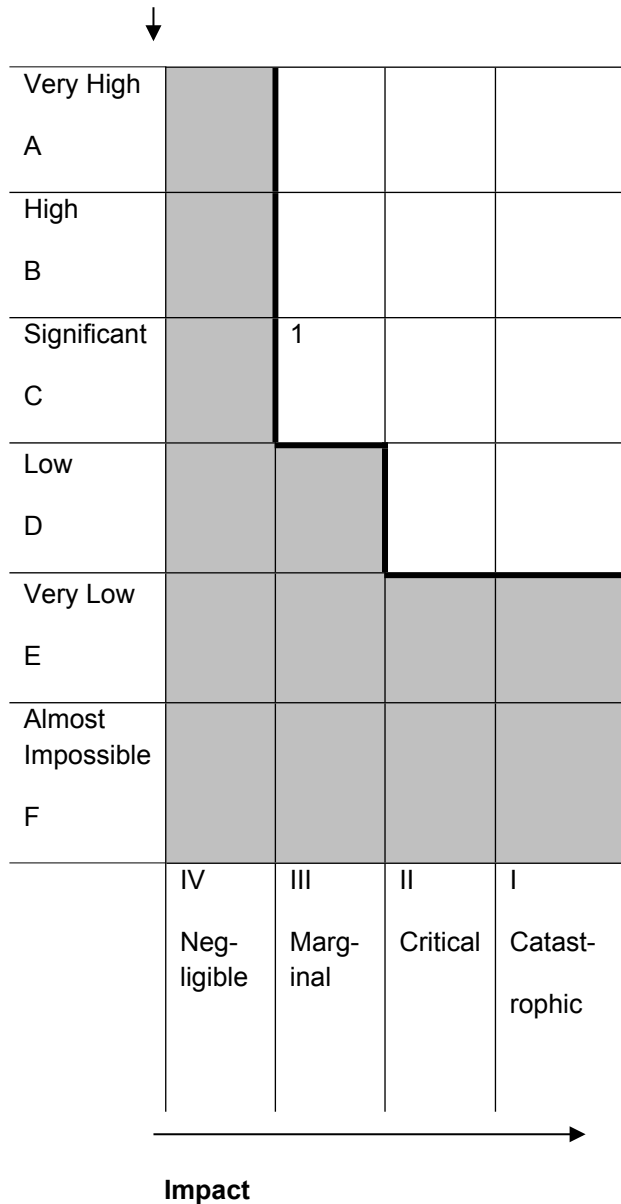
- 7.1 There are not expected to be any significant community safety implications as a direct result of this report.

8.0 EQUALITIES

- 8.1 There are no direct equalities issues or implication that should result from this report.

9.0 RISKS

9.1 **Probability**



Risk No.	Description
1	Aspirations cannot be met from existing or available levels of resources

10.0 **CLIMATE CHANGE**

10.1 There are no climate change implications as a result of this report.

11.0 **CONSULTATION**

11.1 None at present.

12.0 **WARDS AFFECTED**

12.1 All wards in the town centre including the Country Park would be affected

Contact Officer

J. Worley (Head of Regulatory Services)

Date: 9th September 2017

Appendices : None

Background Papers: Reports to TA Committee 13th March and 19th June 2017

This page is intentionally left blank