

Meeting record

Regarding:

Magna Park Lutterworth Community Liaison Group (CLG)

Date:

5pm, Wednesday 9th December 2020

Attendees:

Cllr Bill Woolliscroft – Monks Kirby PC (BW)
 Cllr Tony Gillias – Rugby BC (TG)
 Cllr Jonathan Bateman – Harborough DC (JB)
 Rebecca Tomlin – Harborough DC (RT)
 Cllr Jo-Ann Allcoat – Claybrooke Magna PC (JA)
 Cllr Nigel Chapman – Bitteswell and Bittesby PC (NC)
 Cllr Robert Coleman – Lutterworth TC (RC)
 Gwyn Stubbings – GLP (GS)
 Bruce Topley – GLP (BT)
 Angela Jeffrey – Magna Park (AJ)
 David Scane – Newgate Communications (DS)
 Scott Harker – Newgate Communications (SH)

Item	Minutes	Actions
1	<p>Apologies</p> <p>Leona Bendall (LB) gave her apologies.</p> <p>Tony Gillias (TG) noted that he would need to leave the meeting early.</p> <p>David Scane (DS) welcomed everyone to the meeting and advised that members were not muted so they could speak if they wished to. DS also explained that the meeting was being recorded to assist with drafting the minutes. The recording will be deleted once the minutes of the meeting are agreed.</p>	
2	<p>Agree minutes of 9th September 2020 meeting</p> <p>No comments were made, and the minutes were agreed.</p> <p>DS ran through the actions from the previous meeting which were as follows:</p> <ul style="list-style-type: none"> <i>To invite representatives of Highways England to attend the CLG meeting – representatives of Highways England were invited to the meeting but were unable to attend. Gwyn Stubbings (GS) confirmed that Highways England had been told that the CLG will next meet in April 2021 and that he would follow up with them closer to the date of the meeting.</i> 	

	<ul style="list-style-type: none"> • <i>To circulate a shortened presentation about the proposed biomethane and petrol filling station and to circulate drone footage shown at the meeting – this was issued to all CLG members following the meeting.</i> • <i>CLG members were offered the opportunity to consider a site visit – there had been no take up on this to date but any visits are now on hold due to the COVID-19 pandemic.</i> <p>GS confirmed that the approved minutes would be uploaded to the Magna Park website.</p>	
3	<p>Update on proposed biomethane and petrol filling station</p> <p>GS ran through details of the proposed biomethane and petrol filling station application which was discussed at the previous meeting of the CLG.</p> <p>GLP is seeking outline planning consent for ancillary uses at Magna Park. This would include a petrol filling station, food outlets and a gas fuelling facility for HGVs. Discussions with potential operators for these uses are ongoing. The application is likely to be submitted in December 2020. Once the outline application has been submitted to Harborough District Council, there will be an opportunity for the public to submit their comments.</p> <p>Nigel Chapman (NC) noted that a similar development has been proposed nearby which is the subject of an application submitted to Rugby Borough Council. NC also asked whether the proposals would be future-proofed so that new vehicles that are all-electric and hydrogen-powered would be able to use the facility. GS noted that GLP would expect the operator of the site to provide a sufficient number of electric vehicle charging points. The proposal to include biomethane refuelling facilities is being brought forward to respond to demand for such services from existing businesses operating at Magna Park. Discussions with GasRec, a potential operator for this facility are ongoing. GasRec operate a similar facility at the Daventry International Rail Freight Terminal (DIRFT).</p> <p>NC noted that a new facility in Essex has incorporated gyms into its design that generate electricity for elements of the site. GS said that matters of design such as this would be for a future operator of the facility to determine and would be confirmed through a future reserved matters planning application to determine, if the outline application were to be successful.</p> <p>With regard to NC's question about the proposed development nearby, GS noted that GLP is aware of this. GS added that the applications differ in a number of respects including in the proposed level of HGV parking provision. As the Magna Park site benefits from existing planning consent for HGV parking, the application for a biomethane and petrol filling station at Magna Park does not need to provide as many spaces and is therefore smaller.</p> <p>TG said that the application submitted to Rugby Borough Council is now live with the application reference number R20/0259. The application is for 378 HGV parking spaces, a fuel station, a vehicle inspection station with associated supporting facilities including a petrol filling station, electric charging points, a convenience store, a coffee</p>	<p>SH to notify members once the outline planning application has been submitted.</p> <p>SH and GS to arrange and issue invitation for a representative of Claybrooke Parva to the Magna Park CLG.</p> <p>SH to share distribution area for the consultation leaflet with JA.</p>

	<p>shop, a creche, ancillary car parking, biomass plant with associated works. The application is under public consultation until 10 January 2021.</p> <p>TG asked whether GLP would be responding to the consultation. GS said that he would need to look at the live application. It is likely that GLP will comment but the nature of this will depend upon the details of the application. GS added that as things stood, he would have some concerns about locating two such facilities so close to one another.</p> <p>TG thanked GS and left the meeting.</p> <p>Jo-Ann Allcoat (JA) said that a resident from Claybrooke Parva had been in touch as Claybrooke Parva does not have a representative on the CLG. The resident had asked where and how the leaflets promoting the public consultation on the proposed biomethane and petrol filling station had been delivered. The resident had not received a leaflet and they had not spoken to anyone else who had. JA asked what the distribution area for the leaflets was. DS confirmed that Royal Mail was used to distribute the leaflet and that he would share the zone with JA.</p> <p>GS said that the team try to reach as many people as possible and that all of the information presented in the leaflet was also available on the Magna Park website (https://lutterworth.magnapark.co.uk/site-information/future-plans/). He added that there would be a further, formal, opportunity to comment on the application as part of Harborough District Council's consultation once it has been submitted.</p> <p>JA added that the resident of Claybrooke Parva had also asked questions about archaeological finds on the Magna Park site and if any information on this was going to be provided on the Magna Park website. GS said that such information is going to be made available on the website. GS added that GLP would send out an invitation letter to the resident to ask if they wished to join the CLG as a member.</p>	
4	<p>Update on new Community Fund</p> <p>GS confirmed that the new Lutterworth Area Community Fund was launched on 1 November 2020. A number of applications have already been received. The deadline for the first round of applications is 31 December 2020. Applications submitted as part of this first round will be reviewed by GLP in January 2021.</p> <p>GS added that GLP had wished to organise a formal launch event to publicise the Fund but this has not been possible due to the COVID-19 pandemic. It was hoped that an event could be held in January 2021, but this would depend on the restrictions are in place at that time. The fund currently totals £1,000,000 but this will rise to £1,700,000 as the new units at Magna Park are occupied. The fund is time limited to five years. More information is available on the Magna Park website (https://lutterworth.magnapark.co.uk/community/community-fund/).</p> <p>NC asked about the total size of the fund. GS confirmed that £1,000,000 in total was available now and that this would be added to as Magna Park grows in the coming years up to a total of £1,700,000. There is a maximum award limit of £175,000 per project.</p>	

5	<p>Update on the refurbishment of Bittesby House</p> <p>GS gave an update on the refurbishment of Bittesby House. The building is going to be retained as part of the northern expansion of Magna Park. At present, the building is in a poor condition and is now the subject of an extensive refurbishment programme. In the future, the building will be used as a logistics training facility. The refurbishment is expected to be complete by mid-June 2021. GLP is working in partnership with Aston University and North Warwickshire and South Leicestershire College to launch the new training facility. Wincanton, a logistics operator at Magna Park, is looking to host training courses at the building once the refurbishment is concluded.</p>	
6	<p>Update on highways and construction works</p> <p>Bruce Topley (BT) gave an update on highways and construction works. This included updates on the following:</p> <ul style="list-style-type: none"> • Works to the new A4303 – Coventry Road roundabout, due to be complete in January 2021 • Magna Park South units 1, 2, 3 and 4 have achieved practical completion • Magna Park South Unit 4 has been signed for by a future occupier <p>Robert Coleman (RC) said that heavy goods vehicles passing through Lutterworth on their way to Magna Park South have not always followed the preferred routes to get there and were causing disruption. BT noted this and said that it would be taken up with the team working on site. RC asked if operators taking over the new units could be made aware of the preferred routes and BT said that this would be actioned.</p> <p>GS said that as the new occupiers come to Magna Park they will be required to adhere to specified routes as part of their lease. He added that there have also been discussions with Leicestershire County Council about a possible automatic number-plate recognition (ANPR) scheme for Magna Park to monitor HGV movements.</p> <p>Scott Harker (SH) shared drone footage of construction at Magna Park with the CLG.</p> <p>NC asked if there would be carbon offset for concrete being used in construction and noted that solar panels did not appear to be on the rooves of the new units. BT said that a number of measures are in place to reduce the carbon emitted through construction. This includes the use of GGBS concrete (a waste material) which uses less carbon than conventional forms of concrete. BT added that with regards to solar PV panels, the rooves of the units are suitable for the panels but whether they are fitted or not is a conversation that GLP has with each customer and it is ultimately for the customer to decide.</p> <p>NC noted that he was disappointed that there were not more solar PV panels on the buildings. GS said that it was possible that more solar PV panels would be installed at the Park in the future.</p> <p>GS said that GLP remained in discussions with Highways England regarding improvements to the Gibbet Hill roundabout. These discussions are with a view to</p>	<p>SH to share the link to the drone footage with the minutes of the meeting.</p> <p>GS/BT/AJ to flag preferred traffic routes to construction team on site and future occupiers.</p>

	ensuring that any improvements future-proof the roundabout for the various developments that are coming forward in the area.	
7	<p>AOB</p> <p>Bill Woolliscroft (BW) asked if Highways England could be offered different dates for the next CLG meeting to increase the likelihood that their representatives would be able to attend. BW added that he would like to get in touch with the contacts at Highways England to encourage them to attend a future meeting. GS agreed.</p> <p>NC noted that the Whittle Roundabout was untidy and asked if this was a matter for GLP. GS said that it was as GLP has entered into a sponsorship scheme with Leicestershire County Council to maintain the roundabout and make regular payments towards this. GS added that he would take the matter up with the Council.</p> <p>NC asked what was being done to protect workers and dissuade car sharing at Magna Park during the COVID-19 pandemic. Angela Jeffrey (AJ) said that COVID posters have been circulated to businesses at Magna Park but there has not been any specific communication about car sharing. GS added that car sharing was not as popular at the moment due to the COVID-19 pandemic.</p> <p>NC asked about training on site and whether any training at Bittesby House will teach people about minimising impacts to the environment. GS said that it was a worthy focus but that the content of the training courses was for the partner colleges to decide.</p>	<p>GS to offer Highways England representative s alternative dates for the next CLG meeting. SH to share contact details with BW.</p> <p>GS to ask Leicestershire County Council about the state of the Whittle Roundabout.</p>
8	<p>Date of Next Meeting (March/April 2021)</p> <p>DS said that it was likely that the next meeting would take place virtually as the format has worked well and made it easier for members to join meetings. DS invited feedback from members on the virtual format of the meetings.</p> <p>GS said that any suggestions for external speakers are welcome and that there may be opportunities to meet at the site in the future.</p> <p>DS stated that this was his last meeting chairing the CLG and that SH would chair the next meeting. DS thanked all members.</p> <p>GS thanked DS for his contributions.</p>	