



## BRAUNSTONE TOWN COUNCIL

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

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### Braunstone Town

## *"Citizens Advisory Panel"*

.....INFORM.....CONSULT.....INVOLVE.....

22nd November 2016

Dear Citizens' Advisory Panel Member

A meeting of the **BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL** will be held in the Fosse Room at Braunstone Civic Centre on **Thursday, 1st December 2016** commencing at **7.30pm**, the agenda for the meeting is set out below.

The Council extends an invitation to any interested local residents and users groups to attend the meeting to participate in the debate.

Yours sincerely,

Executive Officer & Town Clerk

### AGENDA

1. **Apologies**

To receive apologies for absence.

2. **Disclosures of Interest**

To receive any disclosures of Interest in respect of items on this agenda.

3. **Minutes of the Meeting held 1st September 2016**

To confirm the accuracy of the Minutes of the meeting held 1st September 2016 to be signed by the Chairperson (**Enclosed**).

4. **Update on Braunstone Town Library**

To receive an update concerning the proposals by representatives of Fabula Reading to establish a Group to run Braunstone Town Library, an update on the negotiations concerning the Premises Lease and to consider the future role of the Panel in ensuring a better and more responsive Library service in Braunstone Town (**Enclosed**).

**5. Shakespeare Park Improvement Project**

To receive an update on progress with improvement to the pavilion, sport, recreation and play facilities at Shakespeare Park (**Enclosed**).

**6. Council Objectives**

To consider the Council's Objectives, which had originally been developed in 2011, and determine whether they were relevant to address current and emerging issues faced by the Council and the community (**Enclosed**).

**7. Capital Plan**

To consider and comment upon progress with capital projects during the current year and consider and identify any new projects for 2017/2018 and beyond for recommendation to Policy & Resources Committee (**Enclosed**).

**8. Termination of the Meeting**

To note that the future meeting of the Panel is scheduled as follows:

- Thursday 2nd March 2017

The meeting is scheduled for 7.30pm.



**NOTE:**

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

**EQUALITIES ACT 2010**

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

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

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

**BRAUNSTONE TOWN COUNCIL**  
**MINUTES OF CITIZENS' ADVISORY PANEL**  
**THURSDAY 2nd JUNE 2016**

**PRESENT:** Councillors N Brown (in the Chair), R Berrington (substituting for Amanda Hack), Mrs A Ambrose, R Waterton, and local residents Mr R Tilley, Mrs J Tilley, Mrs S Zastawny, Mr J Hazelgrove, Mrs B Hazelgrove, Mr T Smith, Mr J Johnson, Mrs C Bromley, Mrs C Read, Mr K Hammersley and Mrs J White

**Officers in attendance:** Mr D Tilley, Executive Officer & Town Clerk, Mrs P Snow Deputy Executive Officer & Community Services Manager

**1. Apologies**

Apologies for absence were received from Cllr Amanda Hack and Mrs B Copson

**2. Disclosures of Interest**

There were no disclosures of interest.

**3. Minutes of the Meeting held on 2<sup>nd</sup> June 2016**

Minutes of Meeting held on 2<sup>nd</sup> June 2016 were received and noted.

**4. Braunstone Town Council Annual Survey Results**

It was noted that the Annual Survey closed on 31<sup>st</sup> August and the results circulated to members. In past years approximately 20 responses were received but this year 55 responses had been received. Local residents agreed that it was very important to support the continuation of the Braunstone Town library and the Shakespeare Park Improvement Project. Members were asked to consider alternative methods of consulting with residents or increasing the number of respondents to the survey, particularly with residents of Thorpe Astley.

**5. Braunstone Town Library**

Members noted that proposed changes to the library lease received from Leicestershire County Council had been forwarded to the Town Council's solicitors for consideration. As the lease discussions were between Braunstone Town Council and Leicestershire County Council no discussion could be held on what these changes involved. However, it was noted that any request for a sub-lease had not yet been considered until the main changes to the lease had been considered. The solicitors recommendations regarding the changes to the lease would then be considered by the Policy & Resources Committee.

It was also noted that any discussions on the running of the library and services provided were between Leicestershire County Council and Fabula and Braunstone Town Council was not involved in these and, therefore, could not comment on the proposals for the running of the library in the future.

Members of the Citizen's Advisory Panel expressed great concern regarding the library and current proposals including the situation with current staff at the library, financial situation of Fabula and its ability to pay the lease, child protection for young people and the reduction in the scope and number of books that will be available for the public to access. It was confirmed that Braunstone Town Council could not comment on these concerns as they were not part of the discussions as these were strictly between Fabula and the County Council.

It was noted that details of costs for Braunstone Town Council to provide shared services such as staff, cleaning, internet etc had been forwarded to Fabula for consideration but had been declined.

Discussions were held on what Fabula proposed to do in the library and what services they would be providing. As neither the residents or Braunstone Town Council had information on this, it was agreed that a meeting be arranged with Fabula and representatives of Braunstone Town Council to discuss community concerns including the provision and scope of books for adults, access to community computers and child protection issues when the library was open to the public. Discussions on financial matters were between Fabula and Leicestershire County Council only. It was agreed that notes would be taken clarifying the position and reported back to the Citizen's Advisory Panel at a future date.

## **6. Shakespeare Park Improvement Project**

Members had an opportunity to view the proposed project and layout. It was noted that the Shakespeare Park Improvement Project had now reached the public consultation stage. Draft architect layout plans, lighting proposals, layout for the playground and access plans for the construction work had been received and had been endorsed by the Shakespeare Park Improvement Project Working Group. Public consultation on the proposed project would take place between 1<sup>st</sup> and 23<sup>rd</sup> September including Braunstone Town Council website, display at Braunstone Civic Centre, drop-in event at Braunstone Civic Centre on 20<sup>th</sup> September between 5pm and 8pm and wider consultation with the bowls and football club members. Details of the amended timescales were noted.

Queries were made into the height of the trees backing onto Avon Road properties and whether these would be reduced in height during the proposed work.

## **7. Customer Services - Survey**

It was noted that a Customer Services survey was currently in progress and responses received to date were circulated. To date the responses were very positive about the services and staff on the reception at Braunstone Civic Centre. The Survey would continue until 30<sup>th</sup> September.

## **8. Neighbourhood Planning**

It had been suggested that Braunstone Town Council consider undertaking Neighbourhood Planning and the details of Neighbourhood Planning had been circulated to members. Members were asked to consider the merit of undertaking this and noted that it would be a significant undertaking and would need active community engagement to be successful. An undertaking of this size would require 3 – 4 years of work but it was noted that several local town/parish councils were currently undertaking their own Neighbourhood Planning. Members were asked to contact the Town Council if they were interested in actively helping with the Neighbourhood Plan if it was decided to proceed with.

## **9. Termination of the Meeting**

Future dates for the Citizen's Advisory Panel were noted.

The meeting closed at 20.55pm.

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## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 1st DECEMBER 2016**

#### **Item 4 – Update on Braunstone Town Library**

##### **Purpose**

To receive an update concerning the proposals by representatives of Fabula Reading to establish a Group to run Braunstone Town Library, an update on the negotiations concerning the Premises Lease and to consider the future role of the Panel in ensuring a better and more responsive Library service in Braunstone Town.

##### **Update since the last Panel**

At the meeting of the Citizens' Advisory Panel on Thursday 1st September 2016, residents expressed great concern regarding the library and current proposals including the situation with current staff at the library, financial situation of Fabula and its ability to pay the lease, child protection for young people and the reduction in the scope and number of books that will be available for the public to access. Discussions were held on what Fabula proposed to do in the library and what services they would be providing.

As neither the residents or Braunstone Town Council had information on this, it was agreed that a meeting be arranged with Fabula and representatives of Braunstone Town Council to discuss community concerns including the provision and scope of books for adults, access to community computers and child protection issues when the library was open to the public. If agreeable to all parties, notes would be taken clarifying the position and reported back to the Citizen's Advisory Panel. A summary of the issues raised and the responses and commitments given are attached as Appendix 1.

##### **Library Premises Lease**

On 18th July 2016, the Town Council (as the Landlord) received a formal request from Leicestershire County Council (the tenant) to alter some of the terms of the Library premises lease and for permission to sub-let the premises to a Community Managed Library Group.

The Executive Officer & Town Clerk agreed to consider the request to vary the existing lease provided that Leicestershire County Council submitted specific proposals for the Town Council's consideration and that they met the Town Council's reasonable legal costs, which included legal advice and processing the amendments and the license to sub-let.

Leicestershire County Council subsequently proposed a Deed of Variation on 11th August 2016 and provided a draft copy of the proposed sub-lease.

Policy & Resources Committee on 27th October 2016, considered the request and the advice of the Executive Officer & Town Clerk and the Council's Solicitor on

suitable amendments.

The Policy & Resources Committee agreed:

1. that the Executive Officer & Town Clerk's proposals for amendments to clauses 12(a), (d) and (e) of the Library Lease agreement between Braunstone Town Council (the Landlord) and Leicestershire County Council (the Tenant) be approved;
2. that subject to the agreement by the Tenant of the proposed amended clauses, approved in 1 above, delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to make amendments to the wording on the advice of the Council's solicitor, where this would be required for legal reasons and did not change the meaning of the amendments (approved in 1 above), and to conclude the necessary agreements to implement the changes to the Library Lease agreement; and
3. that the Landlord agree in principle to the request of the tenant under clause 2 (16) of the Library Lease to enter into a sub-lease arrangement with a Community Library Group, subject to the full proposed sub-lease agreement being submitted to the Landlord for prior approval by a meeting of the Town Council's Policy & Resources Committee.

(Policy & Resources Committee Minute 52 2016/2017).

The Committee's Reasons for the making the decision were:

1. To recognise that changes in service delivery methods would be required in order to retain Braunstone Town Library, while continuing to protect Braunstone Civic Centre's business and Braunstone Town Council from additional liabilities and costs over the term of the Library Lease agreement.
2. To avoid any further delay in reaching agreement on the Deed of Variation, should the Town Council's proposals be acceptable to Leicestershire County Council, and to enable legal agreements to be approved and drawn up and technical amendments to be made as required.
3. To enable further discussions to be held on the detailed arrangements and provisions of a sub-lease arrangement with a Community Library Group and to ensure that any proposed sub-lease agreement was considered and approved by the Committee.

### Future Role of the Panel

Following publication of Leicestershire County Council's Community Libraries initiative in 2014, Policy & Resources Committee approved the role of the Citizens' Advisory Panel to support Braunstone Town Council to work with the community, other partners and stakeholders and to use its offices, powers and influence to keep the Braunstone Town Library open and to provide a better service that is more responsive to the needs of local residents. A copy of the Terms of Reference are attached at Appendix 2.

In light of the information contained in Appendix 1, the Panel have the opportunity to consider the future role of the Panel in ensuring the principle objective of keeping the Library open and obtaining a better and more responsive service is met.

**APPENDIX 1**  
**MEETING BETWEEN BRAUNSTONE TOWN COUNCIL AND**  
**BRAUNSTONE TOWN COMMUNITY LIBRARY / LEICESTERSHIRE COUNTY COUNCIL**  
**Wednesday 21st September 2016**

**Present:** *Braunstone Town Council*: Councillor Nick Brown, Councillor Amanda Hack, Darren Tilley  
*Braunstone Town Community Library*: Macha Barnden, Stephanie Strange  
*Leicestershire County Council*: Derk Van Der Wardt

**BTC**      Braunstone Town Council

**Braunstone Town Community Library (BTCL)**      BTCL is the name of the group which was known as 'Fabula Libraries' and is the unincorporated group set to run the former Braunstone Town Library. BTCL is awaiting Charity Commission acceptance of CIO status, the same legal model by which other community-run libraries are using. BTCL has a basic website at <https://braunstonetownlibrary.wordpress.com/>

**Fabula**      Also known as Fabula Reading, Fabula is a social enterprise which exists to promote reading for pleasure. Employees are currently paid for work which generates income. There are no shares or dividends, as Fabula Reading is a Company Limited by Guarantee. Any surplus income or profit is either re-invested in the organisation or used to achieving the aim of promoting reading for pleasure in Leicestershire and surrounding areas. This is written in to the articles of association for Fabula Reading which define the purpose of the organisation, and which are legally registered at Companies House. More information about fabula can be found at [www.fabula.org.uk](http://www.fabula.org.uk)

**LCC**      Leicestershire County Council

**Social Enterprise**      Sometimes termed 'not-for-profit', social enterprises have at their heart the aim to do social good, and reinvest some or all of their profit into social goals.

	<b>ISSUE</b>	<b>PROPOSALS / WAY FORWARD</b>	<b>RESPONSIBLE</b>
1	Stock - Some reduction of the adult lending stock	BTCL confirmed that the circulation of book stock will be exactly the same as that of any County run Library and Community Library, which means LCC Officers will be determining the stock, including adult stock which will be required by Braunstone Town Library.	BTCL
2	Stock – availability of fiction and non-fiction for older children and adults		confirmed by LCC
3	Stock – proposals for Local History Material	<p>LCC didn't want to impose maintenance of local history collections upon Community Library Groups, however, all Community Library Bids, including the Fabula bid for Braunstone Town had confirmed the local history collections would be maintained.</p> <p>Braunstone Town Library will continue to provide a local history collection. BTCL are interested in relevant community groups being involved with using, maintaining and developing the local history material.</p> <p>BTCL welcome the input of local history groups on how the collection can be displayed and enhanced. BTCL are also in discussion with LCC heritage officers with regard to loans for temporary exhibitions.</p>	LCC  BTCL
4	Services – Reduction of adult library services for non-protected age ranges	There are no plans to reduce current services, and BTCL are keen to encourage new groups to use the library.	BTCL

	ISSUE	PROPOSALS / WAY FORWARD	RESPONSIBLE
5	Services – Public Computer provision	<p>Public computer provision will remain, although LCC will not increase provision. Current computers are extremely slow. Current arrangements commit the local authority to providing connectivity for 2 PCs. However, discussions are taking place at County Hall on the best way to ensure IT provision continues at Community Libraries.</p> <p>A one-off grant of £3000 is available to upgrade computers, but at present there are no plans for ongoing ICT support for community Libraries from April 2017.</p> <p>BTCL intends to retain the existing provision while working to improve it.</p>	LCC
6	Opening Hours	<p>On transfer from LCC to BTCL there will be an interim period of open hours while volunteers are trained (as with all community libraries).</p> <p>Long term plans propose different term time opening to school holidays and will be the subject of consultation. LCC require the Library to be open for the same total of hours (24) unless consultation identifies otherwise, subject to volunteer capacity.</p> <p>Some community libraries have increased their opening hours, which BTCL would support, subject to sufficient volunteers</p>	BTCL and confirmed by LCC
7	Staffing Arrangements	Currently around 10 volunteers have expressed an interest and initially, and on a regular basis a member of fabula or the BTCL management team will also be on site during opening hours to support ex gratia (in kindness) as the library becomes established	BTCL

	<b>ISSUE</b>	<b>PROPOSALS / WAY FORWARD</b>	<b>RESPONSIBLE</b>
8	Changes to Internal Layout of Library Customer Area	<p>There are no plans for structural changes to the customer area of the Library building. There may be changes to seating, layout and display.</p> <p>There are plans to remove the service desk and put a large table/ bank of tables in its place where people can meet and undertake work / research and socialise. There are also proposals to install power points for powering IT devices.</p> <p>Alternative shelving may be provided, with a focus on user experience and flexible use of the library space.</p>	BTCL
9	Income Generation Activities	<p>Braunstone Town Community Library (BTCL) will be a charity separate from Fabula Reading.</p> <p>Income for the library will be generated by user contributions, fees, book sales and other proposed fundraising activities such as the sale of drinks, biscuits and cakes, books and book related items, posters and learning related items, cards and gifts.</p> <p>Part of the funding model includes income from Fabula Reading, so Fabula will deliver events and activities in the library/ in partnership with the library, and the library will receive income from or with fabula for income generation which takes place in the library. The amounts for this will be in line with other similar charges and will be scrutinised by BTCL trustees.</p> <p>This may be developed into a payment formula once activities and their income generation become established, but will be review on yearly basis.</p> <p>There are plans to develop a policy to formalise this relationship (including how it is to be scrutinised) with the support of VAL.</p> <p>Grant funding is available from LCC to BTCL for 7 years on a reducing scale to support handover to the CIO.</p>	BTCL Fabula and BTCL LCC

	<b>ISSUE</b>	<b>PROPOSALS / WAY FORWARD</b>	<b>RESPONSIBLE</b>
10	Children that Fabula Reading work with and the Library	<p>Fabula Reading and BTCL have established child protection procedures. These anticipate any foreseen areas of concern, and will be reviewed annually, or as required.</p> <p>Work with larger groups of targeted children will take place when public access is limited or the library is closed.</p> <p>As libraries are public spaces, Fabula or other providers or individuals may deliver work which does not adversely affect general use of the public library at their own discretion, in line with all public libraries.</p> <p>Guidelines for behaviour, health, safety and well-being set by BTCL will apply to all users when the library is open.</p>	BTCL and Fabula
11	Potential Conflict between Fabula clients and use as a community library	<p>The library will be open for 24 hours/week, subject to volunteers, for library users. Fabula reading will be looking to augment library services whilst the library is open to the public as a community library.</p> <p>Braunstone Town Community Library and Fabula Social Enterprise are connected but independent organisations, and any potential or reported conflicts will be considered by BTCL.</p> <p>Fabula will be present in the library in a way that supports the library being open to the public. The core library space will be available for public use during opening hours.</p>	BTCL  Fabula

	<b>ISSUE</b>	<b>PROPOSALS / WAY FORWARD</b>	<b>RESPONSIBLE</b>
12	Governance	<p>Braunstone Town Community Library will be governed by a small board of trustees that will include independent members, with plans to recruit an independent chair. Priority will be given for the chair to have appropriate understanding of and skills and experience for the role.</p> <p>These trustees will be responsible for :</p> <ul style="list-style-type: none"> <li>• Reviewing policies, and monitoring effectiveness of procedures and their implementation</li> <li>• Understanding ,influencing and ensuring the implementation of the vision, mission and values of BTCL</li> <li>• Considering agreements and arrangements with providers, including with fabula partners</li> <li>• Monitoring the use, activities and impact of the library in the community</li> <li>• Other elements of governance which are non-operational</li> </ul> <p>This list is not exhaustive!</p> <p>It is envisaged that the governance model be similar to that of school governance, with guaranteed positions for key members of operational management, and independent members to support and challenge as a 'critical friend'. Trustees will defer the operational role to the management team of the library.</p> <p>There will be wider community input from a wider steering group or groups through which representatives from the local community will be able to contribute to understanding, developing, and supporting the BTCL.</p> <p>There will also be consultation with key groups of library users. Library users may join the library subject to LCC joining rules. BTCL seek to consult with and listen to the views of community stakeholders where ever possible.</p>	BTCL

	<b>ISSUE</b>	<b>PROPOSALS / WAY FORWARD</b>	<b>RESPONSIBLE</b>
13	Governance- involvement of the Town Council	BTC are warmly encouraged to be one of the voices representing the community on the steering committee.	BTC
14	Governance – Involvement of the Community	<p>A skills audit will be undertaken to identify the skills required for trustees and positions on the steering group in order to ensure the library can meet its legal, financial and governance obligations.</p> <p>The business plan for the library will be reviewed regularly and amended with a view to securing the sustainability and development of BTCL.</p> <p>A wide range of organisations and individuals will be welcome to contribute to the steering group, including town council representation, schools, groups such as BHAG, and user groups, with sub-groups being represented where necessary.</p>	BTCL

**BRAUNSTONE TOWN COUNCIL**

**BRAUNSTONE TOWN CITIZENS ADVISORY PANEL**

**BRAUNSTONE TOWN LIBRARY SERVICE – TERMS OF REFERENCE**

**Braunstone Town  
“Citizens Advisory Panel”  
.....INFORM.....CONSULT.....INVOLVE.....**

**PURPOSE:** To support Braunstone Town Council to work with the community, other partners and stakeholders and to use its offices, powers and influence to keep the Braunstone Town Library open and to provide a better service that is more responsive to the needs of local residents”.

The Citizens Advisory Panel shall have authority and consent to undertake its work in accordance with the general responsibilities delegated to it and in accordance with the Terms of Reference as set out below:

**Developing future Library provision in Braunstone Town**

- a) Develop options for Library service provision, taking into account the aspirations of service users and the community and the availability of resources.
- b) Identify appropriate and realistic service standards (including customer service and performance), including mechanisms for review and the continued engagement of the community and service users.
- c) Identify new initiatives and potential partnership arrangements, including sources of funding in order to provide a better and more responsive service.
- d) Promote the involvement of volunteers and community groups in providing Library services and make recommendations on the balance of resources between paid, volunteer and professional staffing and support.

**Ensuring a better and more responsive Library service in Braunstone Town**

- e) Assess emerging new priorities, undertake benchmarking and research best practice, assess the availability of resources and recommend improvements to Library provision.
- f) Assess the needs of the community undertaking consultation utilising a range of methods and tools and make appropriate recommendations where necessary to revise customer service standards and service provision.
- g) Make recommendations on appropriate performance measures and future targets and receive regular performance monitoring reports and make recommendations on improvements where necessary.
- h) Review the effectiveness of mechanisms to engage the community and volunteers in the provision of a Library Service.

The Panel will evidence its work and make appropriate recommendations to the Council's Policy & Resources Committee.

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 1st DECEMBER 2016**

#### **Item 5 – Shakespeare Park Improvement Project**

##### **Purpose**

To receive an update on progress with improvement to the pavilion, sport, recreation and play facilities at Shakespeare Park.

##### **Background**

The Shakespeare Park Improvement Project Working Group finalised its proposals, which were approved by Policy & Resources Committee on 25th August 2016 for consultation (minute 31).

Members of the Citizens' Advisory Panel had an opportunity to view the proposed project and layout at the last meeting on 1st September 2016, which included draft architect layout plans, lighting proposals, layout for the playground and access plans for the construction work.

##### **Public, Partner and Stakeholder Consultation**

The consultation was undertaken from 1st – 23rd September 2016 and the comments received are summarised below along with *the proposed response/action in italics*, which has been agreed in consultation with the Shakespeare Park Improvement Project Management Sub-Committee members and Working Group members:

1. **Small Outdoor area to accommodate playing surface for Petanque –**  
The area required is rough ground to play the game and can be accommodated on the recreation field side at the back of the tennis courts, with a gate to enable access. Kids may ride bikes on it, but that is fine.

*The architect has confirmed that we can accommodate this easily within the plans. Sport England list Petanque as one of their supported sports.*

2. **Boundary Fences and treatments for car park boundary adjacent to Avon Road –** The plans show Palisade fencing, with landscaping. Alternatives such as 6ft closed boarded fencing, landscaped on the car park side will provide better security and privacy for the residents.

*This will be accommodated within the submitted planning application.*

3. **Lighting –** Various comments on whether the lighting will stay on all night to prevent anti-social behaviour or the lighting will go off to prevent anti-social behaviour. One resident was concerned about light pollution.

*All lighting is LED, therefore, light pollution will be minimal. Hours of lighting don't affect the planning application, however the Working Group and Council will need to consider the hours of operation, security and ASB aspects with advice from the police.*

4. **CCTV, Locking the Car Park** – Concern that this car park is used for dumping cars and setting them on fire, there have been two instances in the last two years. Comments on the car park extension was that it could create an area out of sight to make this easier.

*This is a potentially serious problem and a future meeting of the working group will need to consider options which are affordable and proportionate and the Council will need to arrive at a decision, again with Police advice.*

5. **Use of the Building for parties and functions** – One resident was concerned about noise and disruption.

*Through the planning process, the Town Council will become aware of any planning conditions imposed in this respect, once known, the Working Group can make recommendations on a suitable hiring policy.*

6. **Playground** – General comment that new equipment should be for all ages (the resident referenced to the activity climb at Holmfield Park as not being useable above toddler age).

*Agreed.*

### Pavilion and Car Park Works

Policy & Resources Committee on 25th August gave delegated authority to the Executive Officer & Town Clerk, in consultation with the members of the Shakespeare Park Improvement Project Management Sub-Committee, to make minor modifications to the plans and the project timescales, following the Public/Partner Consultation and to submit an application for Planning Permission and to prepare and invite tenders from contractors for the work. Since there are not significant changes to the plans as a result of the consultation responses, the planning application was submitted on 1st November 2016. The timetable for determining the application is six weeks.

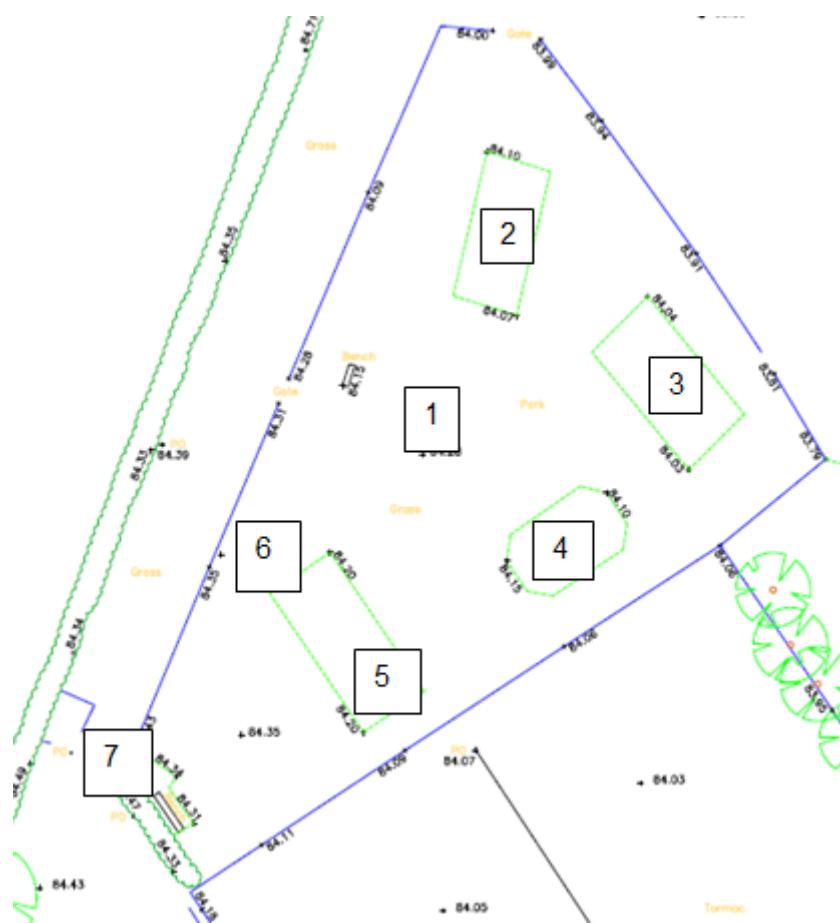
### Playground & Tennis Courts Improvements

Policy & Resources Committee on 27th October 2016 (minute 40), approved a detailed schedule of improvements, which for the Playground is attached at Appendix 1 and the Tennis Courts is attached at Appendix 2.

### Timescales

At present there are no significant issues which would indicate the need to revise the timescales, which is attached at Appendix 3 and includes updates following the consultation and taking into account decisions made by Policy & Resources Committee on 27th October 2016.

## **APPENDIX 1 – PLAYGROUND SCHEDULE OF IMPROVEMENTS/LAYOUT**



1. *Sensory Play Equipment*: remove existing concrete and existing fire engine and install sensory play equipment and mulch safety surface, with new bench and bin. Sound from the equipment needs to be limited, which could include items where the sound is restricted after dark (in order to prevent nuisance to neighbours).
  2. *Existing Climbing Frame*: replace existing tree bark with mulch safety surface.
  3. *Existing Slide*: replace existing tree bark with mulch safety surface. Remove side panel from climbing area and make safe with railing.
  4. *Existing Rocker Horse*: replace existing wet pour with mulch safety surface.
  5. *Swings*: replace existing swings with new swings, turn at right angle to be parallel with tennis court boundary, install mulch safety surface.
  6. *New Equipment*: Install new balance/spinning equipment with mulch safety surface (suggested options of appropriate equipment from contractor).
  7. *Entrance Gates*: Relocate vehicular access to North Western Side and pedestrian access to western corner of play area to provide pedestrian access from car park to playground and bridle way, compliance with Bridle Way access and regulations required. Remove existing hedgerow and replace with bow top fencing. Replace existing bench. Option to relocate fire engine to western end of play area.

## **APPENDIX 2 – TENNIS COURTS SCHEDULE OF IMPROVEMENTS**

In order to undertake improvement works to the site with minimum disruption to residents, a secure compound will be needed for the site construction vehicles and materials. The proposal is to close the Tennis Courts for approximately 12 months for this purpose.

Once the works on the New Pavilion (Clubhouse) are complete, the old Clubhouse demolished and the car park improved and extended, the secure compound will be closed and the Tennis Courts will be improved.

The proposal is to improve the surface, perimeter fencing and nets, similar to the Tennis Courts shown in the picture below.



Improvement works to include:

- replacement of existing surface with durable, vandal/damage resistant all weather safety surface;
- pedestrian and lockable vehicular gate from car park;
- rear lockable pedestrian gate to the new pavilion (clubhouse)
- replacement perimeter fencing
- replacement of nets
- marking out of new courts

### **APPENDIX 3 – TIMESCALES**

The following is updated timescales for the project, taking into account the decisions in this report:

October 2016	<ul style="list-style-type: none"><li>• Investigating funding sources</li><li>• Assessment and modifications following consultation</li><li>• Approval by Policy &amp; Resources Committee of final specifications and timescales</li></ul>
November 2016	<ul style="list-style-type: none"><li>• Planning Application Submission (8 Weeks)</li><li>• Investigating funding sources</li></ul>
December 2016	<ul style="list-style-type: none"><li>• Invitation to Quote for Playground and Tennis Courts Works</li><li>• Applications for Funding</li></ul>
January 2017	<ul style="list-style-type: none"><li>• Planning Approval</li><li>• Preparation of Building Regulation Application and Submission</li><li>• Obtaining Estimates for Proposals for Pavilion/Car Park</li><li>• Tender Submission</li></ul>
February 2017	<ul style="list-style-type: none"><li>• Tender Return</li><li>• Approval by Policy &amp; Resources Committee of funding, awarding of Contracts and confirmation of timescales.</li></ul>
March 2017	<ul style="list-style-type: none"><li>• Lead in Period</li><li>• Closure of Tennis Courts for Plant</li></ul>
April 2017	<ul style="list-style-type: none"><li>• Commencement of Building Works on Pavilion</li></ul>
August 2017	<ul style="list-style-type: none"><li>• Exploring options around long term leases with Clubs</li></ul>
November 2017	<ul style="list-style-type: none"><li>• Commencement of works on Playground</li></ul>
December 2017	<ul style="list-style-type: none"><li>• Completion of works on Playground</li></ul>
February 2018	<ul style="list-style-type: none"><li>• Pavilion becomes fully operational</li><li>• Demolition of Old Pavilion begins</li><li>• Works on Car Park and Car Park extension</li><li>• Commencement of work on Tennis Courts</li></ul>
March 2018	<ul style="list-style-type: none"><li>• Completion of work on Tennis Courts</li><li>• Site becomes fully operational</li></ul>

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 1st DECEMBER 2016**

#### **Item 6 – Council Objectives**

##### **Purpose**

To consider the Council's Objectives, which had originally been developed in 2011, and determine whether they were relevant to address current and emerging issues faced by the Council and the community.

##### **Town Council Mission**

The Council's Mission Statement sets out its vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

**Mission Statement** - *We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.* "Spectemur. Agendo" translates "Let us be Judged by Our Actions"

##### **Town Council Objectives**

In addition to the Mission Statement, the Council has key objectives relating to its Committees and Service Areas, which are reviewed on an annual basis and are attached as Appendix 1. Policy & Resources Committee agreed at its meeting on 27th October 2016, that each Standing Committee should review its priorities and objectives in the forthcoming cycle, with a view to Council adopting any changes in January 2017.

The Citizens' Advisory Panel are also invited to comment on the Objectives and comment on whether they remain relevant to address current and emerging issues faced by the Council and the community.

##### **Town Council Priorities (2016/2017)**

In addition, Key Priorities for the Town Council during 2016/2017 include:

###### **1. Braunstone Town Library**

The Town Council continues to work to keep Braunstone Town Library open, this involves, as a community leader, representing the views and aspirations of the community for the future shape of the Library Service and as a Landlord recognising the changing nature of Library service provision while ensuring the

sustainability of all services provided from the Civic Centre site. It is anticipated that this role will continue to evolve over the forthcoming years.

2. Customer Service Shop

Following Leicestershire County Council's rejection of the Town Council's proposals for a joint Community Hub facility containing Library and Customer Services, and with Blaby District Council's Customer Service channel shift programme, work is being undertaken alongside Blaby District Council to refocus Customer Service Shop services linking customer access and supporting social inclusion. Both Citizens Advice and counselling services continue to be available. Customer Service staff are undertaking various training programmes in partnership with Blaby District Council. Improvements scheduled prior to the end of the financial year, subject to finance, include provision of public computers, improvements to notice boards and information stands and the provision of a plasma information screen.

3. Thorpe Astley Medical Rooms

Following a consultation with residents, the Town Council continues to impress upon the NHS the importance of providing a GP service at Thorpe Astley. Recent discussions however, indicate that primary care services are unlikely to be delivered from the Centre in the short to medium term. Therefore, while keeping the option open, the Town Council is exploring the option of use by community health services, as well as offering the use of the rooms for counselling services and community groups.

4. Shakespeare Park

The Town Council has ambitious plans to invest in the redevelopment and improvement of sporting, recreation and play facilities at Shakespeare Park. A Working Group has been established involving both the Bowls and football clubs and plans, designs and a schedule of works has been approved and the subject of consultation with partners and the community. The next stages include planning approval, securing funding and appointment of contractors. This is a medium term project which is scheduled for completion in 2018.

5. Thorpe Astley Open Spaces

The Town Council has been responsible for the management and maintenance of Thorpe Astley open spaces since 2014, having received the developer commuted sums. The Town Council aims to complete the legal transfer of open spaces at Thorpe Astley to the Town Council in order to enable future investment and improvement to the facilities, including ensuring improvements are implemented to the Culvert at Thorpe Astley Park.

6. Quality of Life Services

The Town Council continues to provide and support important quality of life initiatives, such as crime reduction and grants for community groups, youth projects and individuals. Since 2014, the Town Council has supported the

Local Area Co-ordination project connecting it with the community and by providing a base from which it can operate. The pilot highlighted issues relating to responsibilities and partnership working which the Town Council is working on with both Leicestershire County Council and Blaby District Council to ensure clarity around the aims of the Local Area Coordination pilot and to ensure that it delivers on its stated objectives.

#### 7. Lubbesthorpe

The Town Council continues to represent the concerns of residents and monitor the impact upon their quality of life of the Lubbesthorpe construction, particularly the M1 bridge construction. Following a consultation, the Town Council is actively working with the developer and Blaby District Council to ensure that the land adjacent to the M1 bridge is suitably landscaped in order to provide protection for residents from the new road and used as a leisure and recreation space.

#### 8. Community Centres

The Town Council is working on improvements to our community facilities at both Braunstone Civic Centre and Thorpe Astley Community Centre; this includes enabling the Civic Centre Bar to provide food and café services, as well as improvements to community rooms and conferencing facilities.

#### 9. Efficient Services

Having made £14,000 of ongoing savings in 2015/2016 without impacting on the delivery of services the Town Council continues to look to make efficiency savings while ensuring the existing services are safeguarded and where appropriate improved. Given the financial uncertainties identified below, it is likely that the Town Council will continue to apply this approach in the medium term.

Views of the Citizens' Advisory Panel on priorities for forthcoming years is also welcome.

## **APPENDIX 1 – COUNCIL OBJECTIVES**

On 8<sup>th</sup> September 2011, the Council approved the following objectives for each of its service areas as part of the delegation arrangements to Committees and the Executive Officer and Town Clerk. This represents the most detailed description of the Council sees its role in the community.

### **Planning and Environment Objectives**

- To seek high standards of design and construction within planning applications for Braunstone Town
- To ensure sustainable development which meets the needs of the present generation without prejudicing the needs of future generations
- To work with others to minimise traffic and light pollution in the Town
- To inform and consult local residents about major planning proposals and Development Plans, etc.
- To promote responsible dog ownership and improve the Town's environment
- To provide and maintain street seats and notice boards at key locations in the town

### **Community Development Objectives**

Nurturing and enhancing community life, equal opportunities and social inclusion.

#### *Young people*

- To create opportunities for young people to have a voice
- To identify young people's needs and give support to new local initiatives including summer holiday activities

#### *Crime reduction services*

- Reduce opportunities for crime, increase public safety and establish a community spirit

#### *Social inclusion, recreation & culture*

- To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
- To provide support for the Office of Town Mayor
- To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
- To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
- To organise arts events/ entertainment's/ Civic Occasions which bring people together
- To encourage the formation of new community groups by promoting free/subsidised use of the Civic Centre
- To promote social inclusion

## **Corporate Management & Capital Project Objectives**

- To ensure effective management of the authority
- To ensure effective implementation of the Council's policies and priorities
- To ensure the Council's management arrangements, facilitate performance and efficient use of resources
- To provide efficient and effective office services to support the Council's activities
- To provide efficient and effective support to the democratically elected members to enable them to make policy decisions
- To provide efficient and effective information to committees
- To deal with telephone calls, and personal callers, promptly, courteously and efficiently
- To ensure and arrange effective staff training
- To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
- To maintain adequate personal records, health and safety controls, and fire evacuation policies
- To manage and control land and property belonging to the Council
- To maintain an effective filing and retrieval system
- To undertake capital projects for the benefit of the citizens of Braunstone Town
- To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
- To provide office accommodation for the Council's administrative staff

## **Community Centres Objectives**

- To provide and maintain high quality function rooms for use by hirers
- To provide and maintain quality meeting rooms for Council and local community groups at low cost
- To provide a Licensed Bar/Catering service for use by hirers and community groups at prices that are comparable with other similar establishments in the area
- To maintain usage of the Centres for the benefit of the community

## **Open Spaces & Parks Objectives**

- To provide and maintain parks and open spaces to a high standard
- To provide quality sports facilities to meet identified needs
- To provide and maintain play equipment to a high and safe standard
- To help fight pollution by planting trees on our parks

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 1st DECEMBER 2016**

#### **Item 7 – Capital Plan**

##### **Purpose**

To consider and comment upon progress with capital projects during the current year and consider and identify any new projects for 2017/2018 and beyond for recommendation to Policy & Resources Committee.

##### **Background**

The Council's Capital Projects have been identified through identified emerging priorities, the Annual Survey, the Citizens' Advisory Panel and the Parish Plan. A review of the Council's Open Spaces and Parks identified priorities for Capital improvements should external funding arise, as a result Policy & Resources Committee on 11<sup>th</sup> April 2013 adopted "Proposals and Priorities for Improvements to Our Parks and Open Spaces", which form part of this programme. The current Capital Plan was approved by Council on 28th January 2016.

Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with Capital Projects and updates the list according to funding and priorities. The Capital Plan forms the foundation of the strategic investment and improvement works undertaken by the Town Council in the year ahead. The Capital Plan proposals are considered and approved at Full Council in January when the budget and precept is set.

##### **Capital Plan**

Below is the current Capital Plan for 2016/2017, including an update on progress with the items listed:

<b>Parks and Open Spaces Projects</b>		
<b>Park</b>	<b>Project</b>	<b>Progress</b>
Franklin Park	Balance Beams in Play Area (medium risk)	Completed July 2016
Holmfield Park	2 x new litter bins and 2 x dog bins required in middle and end field	On-hold pending review and availability of resources
	Additional Bench in Toddler area	
	Improvements to appearance of main entrance / gate area	
	Repainting of entrance/boundary fencing (dependent if carried out by Council's staff or by a contractor)	
	Bow Top Fencing at Holmfield Park – adjacent to Oak Crescent, estimated cost £8,600	

Parks and Open Spaces Projects (continued)		
Park	Project	Progress
Shakespeare Park	Consider alternatives to respond to problems of burst water pipes from the water tank currently sited on top of the football changing rooms (possible options, heating of tank or removal and installation of electric showers in the changing rooms)	Part of Shakespeare Park Improvement and Development Project, currently scheduled for completion in Spring 2018.
	Replacement to Perimeter fencing of Tennis Courts	
	Bowling Club Pavilion – (has an expected 10 – 15 year life span remaining) Consider options for the long term future of the building and possible future wider community use, and replacement of building, and the existing club's involvement in sourcing funding opportunities for the replacement.	
	Provide additional basketball/netball nets/marking to existing tennis courts to provide an all-year use for the facility.	
	Additional balance in play area (2-5 or 5 – 12 age group)	
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
	Safety Surface in play area	
Mossdale Meadows & Merrileys	Bridlepath resurfacing (from Kingsway entrance through to Jelson owned land)	On-hold pending review and availability of resources
	Possible resurfacing of footpaths	
	Top up Pea Gravel to Mossdale Meadows Car Park, estimated cost £1,500	
	Mossdale: 2 x new litter bins and 2 x dog waste bins required	
	Replace kitchen units in changing rooms	
	Toddler swings (estimated five year life span – medium risk) MM	
	Merrileys: 4 x new litter bins, 4 x dog bins, 4 x seats (replacements)	
	Hedge Layering and Management of Coppice areas, estimated cost £2,631	
All Parks and Open Spaces	Tree Safety Survey (problem areas and areas of high public usage) – identify safety and a programme of works and maintenance schedules.	Scheduled for Summer 2017

Community Centres Projects		
Building	Project	Progress
Civic Centre	Re-carpet Foyer and corridor, estimated cost £2,800	Foyer scheduled for completion in December 2016. Corridor on-hold pending resources
	Refurbishment of Ladies Toilets, estimated cost £1,975	On-hold pending review and availability of resources
	Refurbishment of Toilets (adjacent to Winstanley Room and Civic Centre Bar). <i>The current toilets are approximately 20 years old.</i>	
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Heating/Air Conditioning</li> <li>• Mood Lighting</li> </ul> Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	
	Sound proofing of Partition Doors between Ravenhurst / Winstanley Rooms. <i>Complaints from hirers about noise from adjoining room, potential impact on ability to hire both rooms separately.</i>	
	Refurbishment/Replacement of Fire Doors at Braunstone Civic Centre. <i>Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	
	Millfield Hall - install dado rail and paint lower wall	Scheduled for completion in February 2017
	Civic Centre and Library – creation of single access point and reception area, to include: <ul style="list-style-type: none"> <li>• refurbished reception and welcome desk</li> <li>• refurbished toilets including changing places toilet</li> </ul> <i>Potential the Town Council will be involved in managing and operating the Library Service, the creation of a single access point enables greater flexibility of the space and efficiencies in staffing both the Customer Service Shop/Civic Centre and the Library.</i>	On-hold depending on future relationship with Community Library

Community Centres Projects (continued)		
Building	Project	Progress
Thorpe Astley	Retreating/décor of external Thorpe Astley Community Centre, estimated cost £2360	Scheduled for completion in January 2017
	Creation of Store in Foyer Area at Thorpe Astley Community Centre, estimated cost £3,000 (not required if the Medical Rooms do not get used by the NHS)	On-hold depending on NHS
	Thorpe Astley Community Centre Main Hall – install dado rail and paint room. Use of the room and movement of furniture causing damage to wall and paintwork. <i>Installation of dado rail reduces furniture damage and allows the lower wall to be repainted more frequently than the upper wall to maintain the attractiveness of the room.</i>	Scheduled for completion in December 2016

#### Action Requested

Consider progress with the Capital Plan this year and identify any new Capital Project ideas for the forthcoming years for consideration by Policy & Resources Committee.