



BRAUNSTONE TOWN COUNCIL

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Braunstone Town

"Citizens Advisory Panel"

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

23rd February 2018

Dear Citizens' Advisory Panel Member

A meeting of the **BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL** will be held in the **Large Meeting Room at Thorpe Astley Community Centre** on **Thursday, 1st March 2018** 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 7th December 2017**
To confirm the accuracy of the Minutes of the meeting held 7th December 2017 to be signed by the Chairperson (**Enclosed**).
4. **Update on Braunstone Town Library**
To consider the latest position with the County Council's proposals for Braunstone Town Library (**Enclosed**).

5. **100th Anniversary of the end of World War I**
To review progress with arrangements for commemorating the 100th anniversary of the end of the First World War in November 2018 (**Enclosed**).
6. **Health and GP Services in Braunstone Town**
To receive an update on the provision of primary care services in Braunstone Town (**Enclosed**).
7. **Shakespeare Park Improvement Project**
To receive an update on progress with improvement to the pavilion, sport, recreation and play facilities at Shakespeare Park (**Enclosed**).
8. **Lubbesthorpe**
To receive an update on issues relating to the Lubbesthorpe development and its impact.
9. **Termination of the Meeting**

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 7th DECEMBER 2017

PRESENT: Councillors P Moitt (in the Chair), A Ambrose, N Brown, R Waterton, and local residents, Mr J Dodd, Mrs B Hazelgrove, Mr J Hazelgrove, Mr Jim Johnson, Mr John Johnson and Terry Smith.

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

1. Apologies

Apologies for absence were received from Councillor T Shepherd and local residents Mrs N Blight, Mrs J Tilley, Mr R Tilley and Mrs J White.

2. Disclosures of Interest

There were no disclosures of interest.

3. Minutes of the Meeting held on 7th September 2017

The Minutes of Meeting held on 7th September 2017 were received and noted.

4. Braunstone Town Council Annual Survey Results

The Panel received the collated results and responses from the Annual Survey 2017. It was noted that, despite an extension to the deadline date, only 15 responses had been received. Members commented on the responses received about litter in the Town. It was noted that local football teams using the pitches were aware that part of the Pitch Allocation Policy was to ensure that litter was cleared up after matches.

5. Review of Consultation and Surveys

The Panel were asked to consider ideas for undertaking the annual survey and other consultation exercises. It was noted that responses for the annual survey were very low and consideration had been made on other ideas to consider for consultation with local residents. Face to face interaction with local residents was the most effective way of encouraging them to complete surveys and the Town Council held several suitable events during the year where consultation could take place.

Other suggestions for expanding the methods of consultation were also discussed by the Panel, such as a direct approach to hirers.

6. Update on Braunstone Town Library

Members of the Panel noted that the Braunstone Town Library was still currently being run by Leicestershire County Council. The Braunstone Town Community Library group were struggling to recruit volunteers and trustees for the running of the library and it was uncertain if the group would now take over the running of the Library. The Panel were advised that the offers made by Braunstone Town Council to directly run the library was still open for Leicestershire County Council to consider.

7. Medium to Long Term Priorities and Financial Planning

The Medium to Long Term Priorities and Financial Planning of the Town Council was circulated to members. The Plan set out the operation of the Council and its future objectives along with the increasing financial pressures facing the organisation in the forthcoming years.

Members of the Panel acknowledged the pressures facing the Town Council, particularly with the loss of £45,000 of Council Tax Support Grant, and supported the approach which struck a balance between identifying efficiency savings while increasing the precept in order to protect services.

8. Council Objectives

Details of the Town Council's Priorities and Objectives for 2017/2018 had been circulated for the Panel's information. It was noted that the Citizen's Advisory Panel was not included in the Community Development Objectives and was agreed to include this.

9. Capital Plan

The Braunstone Town Capital plan 2017/2018 was circulated to members and noted (item 9 on the agenda).

10. 100th Anniversary of the end of World War I

It was noted that the Community Development Committee had agreed to the co-ordination of community projects to commemorate the 100th Anniversary of the end of the First World War in 2018. The Town Council was happy to support groups with the provision of space at either Braunstone Civic Centre or Thorpe Astley Community Centre or local open spaces and parks for community events to take place. It was also noted that a recommendation had been forwarded to the Policy & Resources Committee for a budget of £1000 to be included in the 2018/2019 budget to allow groups to apply for small grants of up to £200 to

provide financial support for groups/events for commemorative projects. If approved, the grants would be available from 1st April 2018.

A project had already been instigated for residents to knit or crochet poppies that would then be used to make a display at the Braunstone Civic Centre and Thorpe Astley Community Centre. The aim was to collect over 7000 poppies and completed poppies could be left at Braunstone Civic Centre for collection by the Braunstone Heritage Archive Group.

11. Shakespeare Park Improvement Project

Members noted that planning permission had now been received for the new pavilion at Shakespeare Park. The tender documents, business plan and business case were being drafted up and initial works on the project were expected to commence in Spring 2018.

It was suggested that any trees or hedges that would be removed in the early stages should be removed off sight before spring due to nesting birds which could delay works.

12. Health and GP Services in Braunstone Town

The Panel noted that discussions were still being held with the Clinical Commissioning Group regarding the provision of health services at Thorpe Astley Community Centre. Discussions with the service providers have appeared promising to date and it is hoped that some health care provision for the short to medium term may be provided at the centre from Spring 2018.

13. Lubbesthorpe

An update on the current position regarding the Lubbesthorpe development was received. It was noted that 45 houses were now complete and some occupied but provision for an onsite health centre would not be available until 900 houses were occupied.

The number of speed humps on the Lubbesthorpe side of the bridge would be reduced as house frontages were completed. Panel members expressed concern that the removal of the speed humps would increase traffic volume over the bridge and noted that Section 106 traffic safety measures was still in the planning stage.

14. Termination of the Meeting

The meeting closed at 9.00pm.

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 1ST MARCH 2018

Item 4 – Update on Braunstone Town Library

Purpose

To consider the latest position with the County Council's proposals for Braunstone Town Library.

Background

In 2014, Leicestershire County Council consulted on and approved proposals which included Braunstone Town Library being transferred to be managed by the community. Also during 2014, Blaby District Council held discussions with the Town Council over the model and future shape of the Joint Customer Service Shop at Braunstone Civic Centre.

On 15th May 2014, Braunstone's Annual Towns Meeting unanimously resolved that *"Braunstone Town Council work with the community, other partners and stakeholders and uses its offices, powers and influence to keep the Braunstone Town Library open and also provide a better service that is more responsive to the needs of local residents"*.

In this context proposals were considered by Policy and Resources Committee on 12th June 2014 and subsequently by Citizens' Advisory Panel in autumn 2014, which included:

1. Combining the Customer Service Shop with the Library Service either by relocating the Customer Service Shop in the Library or by combining the Civic Centre and Library buildings to create a single access point via one reception; or
2. Running the Library as a separate Service, with paid Library staff or staffed using volunteers, or a combination of both.

Both Policy and Resources Committee, which also held public participation sessions, and Citizens' Advisory Panel agreed to support the model of combining the Customer Service Shop with the Library Service.

Policy and Resources Committee on 17th December 2014 considered initial outline proposals for combining the Customer Service Shop and Library, along with estimated costs and decided that the proposed model be approved as the Town Council's model for delivering both the Library Service and the Customer Service Shop in Braunstone Town and therefore on that basis, the Town Council submitted an expression of interest in January 2015 to Leicestershire County Council to run Braunstone Town Library.

On 9th July 2015, Leicestershire County Council's Cabinet determined not to accept

the outline business plan submitted by the Town Council and invited a second and final period for expressions of interest to run the Library.

On 20th August 2015, Policy & Resources Committee considered alternative options for the Town Council to run the Library and assessed their viability. The Committee also received legal advice on the status and obligations of the Library lease, which included specific advice in relation to how the lease agreement sat in the context of other decisions.

As a result, on 4th September 2015, the Town Council submitted to Leicestershire County Council two alternative models to run the Library:

- a) an updated version of the initial Outline Business Case for the Combined Public Services Facility as the preferred option; and
- b) a second Outline Business Case where the Town Council takes over running the existing service, with the County Council continuing to meet its obligations under the Lease.

County Council Cabinet on 7th October 2015 determined not to accept the Town Council's proposals and approved a 3 month consultation with Braunstone Town residents and library users on the alternative provision of library services. The consultation explored alternative library service provision based on the mobile library service for book lending, online library services and Council-funded libraries for all other services.

During the consultation period an alternative proposal to manage Braunstone Town library was submitted to Leicestershire County Council by a social enterprise group (Fabula). County Council Cabinet on 1st March 2016, determined that the Fabula proposal most closely matched the support package on offer, in that it enabled the County Council to sub-let the running costs of the lease to Fabula, thereby making a saving on the lease/running costs, therefore the Cabinet decided that the Fabula proposal was pursued rather than those proposed by the Town Council.

Since that time the Fabula proposal was progressed and an independent charitable organisation was established, Braunstone Town Community Library. However at this point in time, Braunstone Town Community Library group have concluded with regret that their plans have become unsustainable due to time pressures and staff capacity in pursuing their plans.

Current Developments

Braunstone Town library remains one of the busiest of the libraries targeted for community management, and there is strong support for its continuation in its present location from the community as opposed to the establishment of a mobile library site and closure of the operation of library services from the existing venue.

In the absence of a service provider for Braunstone Town Library, Leicestershire County Council approached the Town Council to determine whether the Town Council's proposals, submitted on 4th September 2015 were still on offer, since the County Council consider them to be able to deliver the continuation of the library in Braunstone Town for the following reasons:

- it is the most pragmatic way forward to sustain the library service in the area;
- there is strong Town Council and local community support in adopting the Town Council proposal;
- the County Council is obligated to honour the terms of the lease agreement held with the Town Council; and
- the library would continue to operate from its current site.

Therefore, it is likely, that a recommendation will be presented to the County Council's Cabinet on 9th March 2018 to accept the Town Council's alternative proposal to run Braunstone Town Library, which is as an existing service, with the County Council continuing to meet its obligations under the Lease.

Should the Cabinet approve the recommendation, then the Director of Adults and Communities will be authorised to progress to formal agreements to enable the Town Council to manage the library. Currently the target date for transfer is June 2018.

Confirming the Town Council's Decision

It is Option 2, existing service, with the County Council continuing to meet its obligations under the Lease, which Leicestershire County Council is pursuing with the Town Council.

To that extent they have asked the Town Council to reconfirm that the offer is still on the table, which is due to be considered by Policy & Resources Committee on 22nd February 2018.

An update on the outcome of the Policy & Resources Committee meeting will be reported to the Panel at its meeting on 1st March.

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 1ST MARCH 2018

Item 5 – 100th Anniversary of the end of World War I

Purpose

To review progress with arrangements for commemorating the 100th anniversary of the end of the First World War in November 2018.

Background

Citizens' Advisory Panel on 7th September 2017 identified options and shared ideas for commemorating the 100th anniversary of the end of World War I in November 2018.

The Braunstone Life initiated a project for local residents to knit or crochet poppies that would then be used to decorate an area of Braunstone Civic Centre. The Editor of the Braunstone Life put in an article in the October edition requesting volunteers to get involved with the project.

Other suggestions for events included Film shows of films made about World War One, obtaining stories, photographs etc. from local residents that lost family members during the war, exhibitions detailing the history of the war including how it started and ended and where it extended and the people it affected including other nationalities that fought in the war, civilian life etc., inviting speakers to give talks on the conflict and history of the war and exhibitions of art from the war including poems and paintings.

Co-ordinating role of the Town Council

On 12th October 2017, the Community Development Committee assessed the feasibility of options for commemorating the 100th anniversary of the end of World War I in November 2018. The Committee identified that the Town Council should provide a coordinating role for community to mark 100th the Anniversary of the end of World War 1 and ensure appropriate financial support to enable events to be organised and ensure their success.

Therefore the Committee decided:

1. that a programme of events for the 100th Anniversary of the end of World War 1 be coordinated by the Town Council to be operated from April to December 2018 and based on the same principles as the Annual Programme of Events; and
2. to recommend to Council that a budget of £1,000 be included as a one-off for the anniversary in 2018/2019 budget to provide financial support of up to £200 for each group/event.

(Community Development Minute 48).

Council on 25th January 2018 considered the budget and precept for 2018/2019 and approved the inclusion of £1,000 in the 2018/2019 Community Development budget to provide financial support of up to £200 for each group/event commemorating the 100th Anniversary of the end of World War 1 (Council Agenda Item 7, Minute 5607).

Poppy Cascade

A community meeting was held on Friday 19th January 2018 concerning arrangements for commemorating the 100th Anniversary of the end of the Great War (World War 1) and in particular plans by the community for a Poppy Cascade at Braunstone Civic Centre. The project proposal for the Poppy Cascade is attached at Appendix 1.

The plan is to create 14177 poppies, one for every Leicestershire man who died in the First World War. Around 2000 had been made so far. Once completed the aim was to attach them to a grid on the back wall of the Civic Centre in the Memorial Garden.

A copy of the minutes of the meeting are attached at Appendix 2.

Community Development Committee on 8th February 2018 welcomed community involvement in the Poppy Cascade and to ensure that practical arrangements could be made to enable the vision of a Poppy Cascade at Braunstone Civic Centre to be delivered, agreed *“that the proposals for a Poppy Cascade at Braunstone Civic Centre be approved and supported in principle and delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Chair of the Committee, to undertake and approve detailed arrangements”* (Community Development Committee Minute 76).

The next community meeting has been scheduled for Tuesday 20th February, the outcome of this meeting will be reported to the Panel on 1st March.

War Memorial

Also identified in the minutes of the community meeting (see Appendix 2) are ideas for Braunstone Town to have a permanent memorial to those from the Town who had died in war and there was an opportunity to create a permanent memorial and improve the paths in the Memorial Garden as part of 100th Anniversary commemorations.

Again, the Community Development Committee welcomed ideas for improving the memorial garden, including the provision of a permanent memorial to the Town's War dead and agreed *“that the proposals for improvements to the Memorial Garden, including the installation of a permanent War Memorial, be supported in principle, and a further report be given to the Community Development Committee setting out detailed proposals, costs, potential funding opportunities and timescales”* (Community Development Committee Minute 76).

The Great War (WW1) 100 Anniversary Commemorations Poppy Project

Our group, Braunstone Heritage Archive Group (BHAG), thought that we should commemorate this 100th anniversary with some suitable events to do justice to the memory of all those that died as a result of the “Great War”.(Up until the start of the second world war this is how it was called, USA started to use the phase WW1). With the help of the Town Council this should be a memorable memorial event(s).

We felt that we should not go it alone, so we decided to call a meeting in January as there would only be 9 months to get things organised

Thanks to RAFA we do have a memorial place at the west end of the Civic Centre where we could commemorate “Poppy Day”, 11 November, This is where we intend to have a “Waterfall” of hand crafted poppies cascading down from the soffit boards towards the memorial plinth. The poppies will be attached to an agricultural plastic mesh which in turn will be supported by wires between fixings on the brick wall to ground anchors. This would let us make modules early on in easy stages before the end of October. A lot more finer detail of the logistics will need to be prepared but we have the vision!

We have already instigated an appeal through the LIFE for people to knit, crochet and felt poppies for this event. The Town Council have agreed to be the collection point for completed poppies.

We would like several thousand poppies to represent the soldiers from the Leicester Regiment who died during 1914-18, however we also feel that residents might want to make a poppy for someone in their family who was killed during this war and that would be equally acceptable. We have obtained a few bundles of red knitting wool for those who can't get any. The LIFE has publicised the event on the front page of their Christmas issue and hope to have more media publicity.

We also realise that other people or groups would like to have their own specific events. Perhaps there could be a case to have a specific memorial to commemorate this anniversary and events could focus on this location? This would need some form of funding.

The meeting in January felt that the Town Council should take the lead in this project as they represent the whole of the community.

John Dodd

Heritage Warden and chairman of BHAG

The following pages show our current thinking on how the project might look and be constructed.

The Great War (WW1) 100 Anniversary Commemorations Poppy Project



Civic Centre from Kingsway: Above, as now
Below: Proposed Poppy “Waterfall”

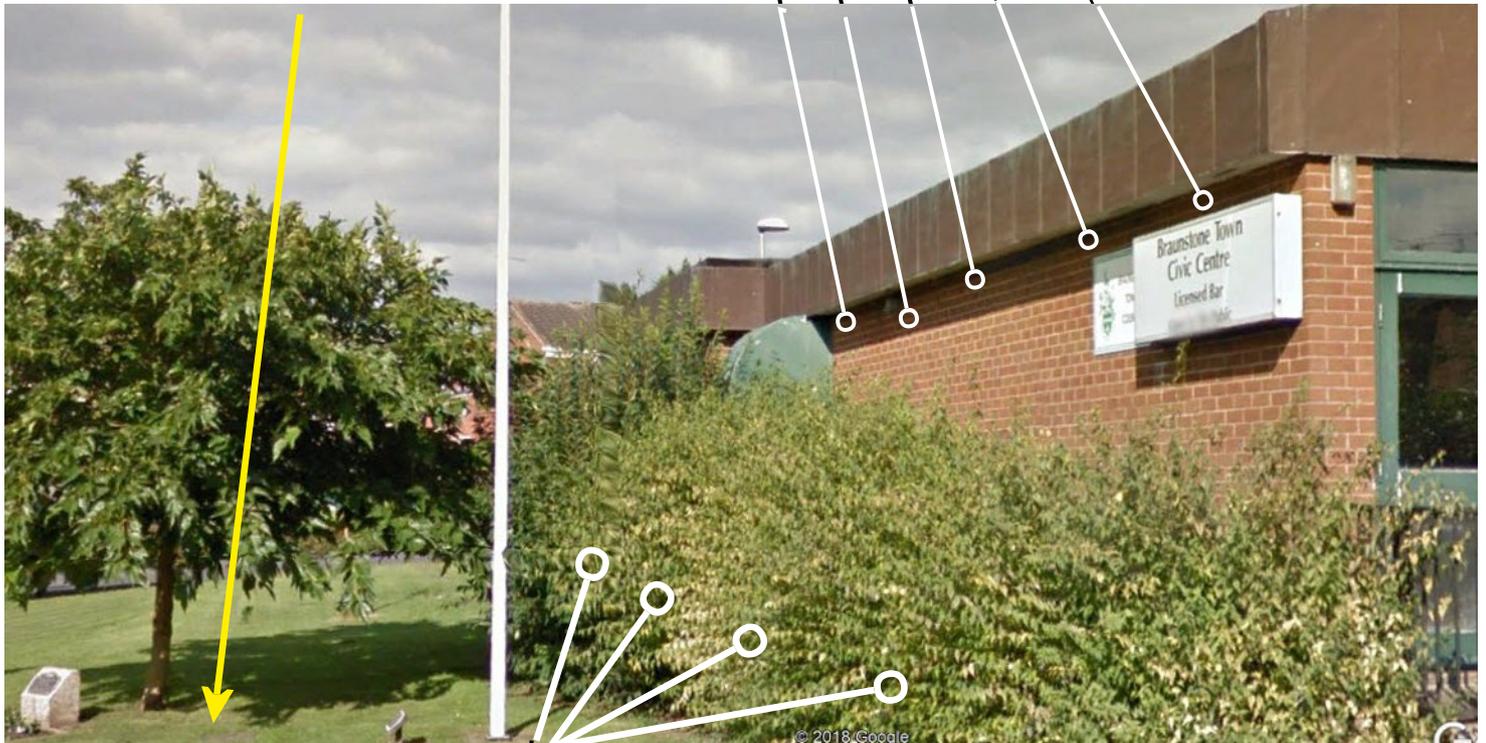


The Great War (WW1) 100 Anniversary Commemorations Poppy Project



Strong hooked wall fitted to brickwork below soffit board or angle iron with holes at 500mm centres to carry nylon mesh to attach and support the poppies

Site for new commemoration memorial?



Shrubbery cut back in September
And new access pathway constructed?



8 to 12 spiral ground anchors to secure bottom of mesh.

Lloyds British tested in wet ground conditions the 400mm holds to 325kg

The Braunstone Community Poppy Cascade Meeting

7pm, Friday 19th February 2018, Civic Centre, Kingsway, Braunstone Town.

Present: John Dodd - Braunstone Heritage Archive Group (BHAGs) Joan Daines, Betty Copson - St Crispin's Church and Craft Group, Jean White, BHAGs, Diane Wills - 5th Braunstone Brownies, Margaret Reynolds, Debbie Kenney - ASDA Community Champion, Wendy and Peter Kesby - 4th Leicester Scout Group, Lin Burrows - Braunstone Life Community Newspaper (BL) and BHAGs, Roy Sherwin - BL and Royal Air Force Association (RAFA), Carole Underwood - Women on Monday, Jenny Dodd - BHAGs and Minibus, Kathleen Wallace - Ivy Club and Braunstone Town Women's Institute, Jack and Barbara Haselgrove - BHAGs and Steve and Christine Bromley - BHAGs.

Apologies: Jenny Wright, Nina Hassell, Denise Walker and Sally Sharman.

Copies for information to: Darren Tilley, Chief Executive of Braunstone Town Council. Cllr Nick Brown, leader Braunstone Town Council and Cllr Bill Wright, Mayor of Braunstone Town.

John Dodd (JD) thanked everyone for coming and the Civic Centre for the free room hire.

Aims:

- **To make a community led, and hand- crafted " Cascade of Poppies". The cascade will flow from the roof of the Braunstone Civic Centre up to and around the Memorial Stone and will commemorate the 100th anniversary of the ending of the Great War in November 2018.**
- **To co-ordinate any community events commemorating the 100th anniversary.**

Lin (LB) asked if we could say **CRAFT** poppies as we don't want to exclude anyone or imply this is only for knitters and crocheters. Any craft poppies (except paper/card) are welcome.

Patterns can be picked up from the Civic Centre reception where donations of poppies can be handed into: these will be collected and bagged into 100's. JD asked LB to send a copy of the fabric poppies to the Civic Centre (done.)

Roy (RS) mentioned that 2018 was also the 100th anniversary of the formation of the Royal Air Force and the 100th anniversary of the Enfranchisement of Women. There is an RAFA event at Welford Road Cemetery on 7th April at 10.45am – all welcome. RAFA will produce 100 poppies in the style of the RAFA roundel.

All poppies will be fixed to a mesh – the design of this still to be determined (agricultural mesh/paracord mesh and camouflage nettings were all suggestions) - this will all then have to be fireproofed,

Various suggestions **for events** took place:

- Kingsway Fellowship Church may organise a community picnic.
- Replicating the "Tower Cascade" by having the last poppy put in place on 11th November.
- Organising sessions for non-crafters who wish to help
- Create a representation board and notices to explain the reasoning behind the Cascade
- Creating a permanent safe path to the Memorial stone. (*The Prince's Trust has a group in the area wanting to help with this – Debbie (DK) has groups that are also willing to help with this.*)
- Creating a War Memorial (*the Memorial Stone is to commemorate the events which took place marking the 50th anniversary of the D-Day landings*).
- *Create replica soldiers and ask schools and groups to decorate (in the same way as the Coalville Fifty)*
- *Get the Picnic big poppies from St Crispin's to display around the area – both these items could be displayed at the Civic Centre/Thorpe Astley Centre or in local schools/shops etc.,*
- To create something/display for the Thorpe Astley Centre and get residents involved.

- To move the Memorial Plaques from the wall in the Civic Centre and place on the adjoining wall – this wouldn't cost very much and would stop the plaques being blocked whenever the doors to the Millfield Hall were opened. Poppies could be then displayed on the walls around Remembrance Day.
- To organise a multi-faith community service to be held on 11th November 2018 at the Civic Centre.
- The Braunstone Life will print stories on men/women from World War One – men who served, women who went out to work for the first time and the way life changed... Appeals for stories already included in the December and February editions. Stories will be printed in the November issue.

A brief explanation of the Cascade of Poppies was in the December edition of the Braunstone Life and LB has put an appeal for red/black fabric and yarn and black buttons in the February edition - anything received can then be given to locals who wish to help. Following on from this, a further explanation about the project will be in the March issue and appeal for people to help.

Funding: DK promises funding for ASDA – to liaise with LB when budget decisions have been made. LB says funding promised from Ayston Road Post Office – she'll talk to them.

The Town Council is allocating a specific amount of money for commemorative events – this is in addition to the usual Community Grants funding. Groups can apply for funding for their separate events. When we have decided on the meshing/fittings, this could be an ideal way of buying that.

There is a grant available from Blaby District Council. We could perhaps apply to the Arts Council for funding too.

People attending the meeting expressed concern that no councillors have attended and feel that there should be some involvement from them – however, this should remain a community project. It was decided to attend council meetings to explain the project and try to get involvement from councillors. Council meetings: Full committee – 25th January and 22nd March both at 8pm and Policy and Resources on 22nd February at 7.30pm. All meetings at the Civic Centre.

DK said we can put posters in ASDA requesting donations of poppies and or yarn/fabric. LB to organise.

LB will write to dignitaries inviting them to attend the ceremony/service on 11th November and for refreshments afterwards. LB to contact council to see about room for that.

Date of next Poppy meeting: Tuesday 20th February at 7pm at the Civic Centre.



The picture which was shown to the meeting



BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 1ST MARCH 2018

Item 6 – Health and GP Services in Braunstone Town

Purpose

To receive an update on the provision of primary care services in Braunstone Town.

Background

When considering its Work Programme for the year, the Citizens' Advisory Panel on 1st June 2017 added "Medical services and Doctors surgeries in Braunstone Town".

On 7th September, the Panel received a report on the current situation with Health and GP services in Braunstone Town. Residents raised concerns about the issues with recruiting new doctors, getting appointments and delays in getting repeat prescriptions signed off by doctors which was having a knock on effect with the local pharmacies that dispense the repeat prescriptions.

On 7th December, the Panel noted that discussions were still being held with the Clinical Commissioning Group regarding the provision of health services at Thorpe Astley Community Centre. Discussions with the service providers at that time appeared promising and it was hoped that some health care provision for the short to medium term may be provided at Thorpe Astley Community Centre from Spring 2018.

Thorpe Astley Medical Rooms

At the end of October 2017, Kingsway Surgery expressed an interest in delivering primary care services from Thorpe Astley Community Centre and an initial site visit was arranged on 1st November, when representatives from the surgery confirmed that the medical rooms at the Community Centre had potential. Further meetings between the Town Council and representatives of Kingsway Surgery and East Leicestershire and Rutland NHS Clinical Commissioning Group were therefore held during November and December in order to develop a delivery plan and timescales for implementation.

Confirmation was received on 14th December that the Clinical Commissioning Group signed off the formal business plan by Kingsway surgery to deliver services from Thorpe Astley Community Centre.

A "mobilisation" meeting was held in January 2018 between the Town Council, Clinical Commissioning Group and Surgery and also included Blaby District Council, to discuss practical arrangements.

On 29th January, Kingsway Surgery signed the Occupational Licence Agreement to open a branch surgery from the Medical Rooms at Thorpe Astley.

The Surgery will employ more staff to provide this service and they aim to maximise the 2 available rooms. The service will commence once the rooms / building has been adapted and IT equipment fitted.

The service is planned to grow across 2018 and will support the patients registered at Kingsway surgery to be seen and treated. This will release space at the existing Surgery to support development of a wider range of services.

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 1ST MARCH 2018

Item 7 - Shakespeare Park Improvement Project

Purpose

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

Progress

The water soakaway tests reported to the meeting of the Panel in December revealed that the ground was not suitable to take rain water drainage and, therefore, the Town Council had to make an application to Severn Trent Water to use their sewage systems to drain rain water from the pavilion and car park.

Specification documents and drawings for the Site and Pavilion works have been produced for inclusion in the tender package and on 22nd February 2018, Policy & Resources Committee will be considering the business case, tender documentation and timescales for the next stages of the project. The outcome of this meeting will be reported to the Panel on 1st March.

Assuming approval, the Tender will be advertised as soon as practically. The deadline for tenders to be returned is 2pm on Wednesday 28th March 2018. Tender documents will subsequently be opened by the Leader of the Council and the Executive Officer & Town Clerk and their tender price recorded. The Quantity Surveyor will then analyse the price breakdown document returned with the tender submission with a view to making recommendations on awarding the contract to Policy & Resources Committee on 26th April 2018.

Assuming finance is in place, then the contractor could start on site in June/July 2018 with an estimated completion of September/October 2019. The proposed revised timescales (subject to approval by Policy & Resources Committee) for the project is attached at Appendix 1.

The Business Case is being finalised in conjunction with Leicestershire and Rutland Sport in order to submit a funding bid to Sport England, which will run concurrently with the tender process.

Finance will need to be in place by June/July in order to commence work on the site. If finance is not in place, other funding sources will need to be sought, which could delay timescales for the project.

APPENDIX 1 – TIMESCALES

The following is the proposed updated timescales for the project (which is subject to approval by Policy & Resources Committee on 22nd February).

February 2018	<ul style="list-style-type: none"> • Policy & Resources Committee approves business case, tender documentation and timescales • Invitation to Tender for Pavilion/Car Park/Site Construction works
March 2018	<ul style="list-style-type: none"> • Tender Return • Applications for Funding •
April 2018	<ul style="list-style-type: none"> • Working with Blaby District Council to identify further external funding sources, including sponsorship • Policy & Resources Committee determines tenders and award contracts and considers Public Works Loan Board funding
May 2018	<ul style="list-style-type: none"> • Working with Blaby District Council to identify further external funding sources, including sponsorship • Council consideration of Public Works Loan Board application • Lead in Period
June/July 2018	<ul style="list-style-type: none"> • Commencement of Building Works on Pavilion • Invitation to Quote for Playground and Tennis Courts Works
August 2018	<ul style="list-style-type: none"> • Policy & Resources Committee determines quotes for playground and tennis courts works
September 2018	<ul style="list-style-type: none"> • Exploring options around long term leases with Clubs
November 2018	<ul style="list-style-type: none"> • Commencement of works on Playground and Tennis Courts
February 2019	<ul style="list-style-type: none"> • Completion of works on Playground and Tennis Courts
August 2019	<ul style="list-style-type: none"> • Pavilion becomes fully operational • Demolition of Old Pavilion begins • Works on Car Park and Car Park extension • Commencement of work on Tennis Courts
October 2019	<ul style="list-style-type: none"> • Completion of work on Tennis Courts • Site becomes fully operational