

**BRAUNSTONE TOWN COUNCIL**  
**MINUTES OF CITIZENS' ADVISORY PANEL**  
**THURSDAY 23<sup>rd</sup> MAY 2024**

**PRESENT:** Councillor Leanne Lee (Vice-Chair) and Councillors Sam Fox-Kennedy, Paul Kennedy and Darshan Singh; and local residents Susan Metson, Talent Nyandoro and Geoff Simmonds.

**Officers in Attendance:** Darren Tilley, Chief Executive & Town Clerk and Pauline Snow, Deputy Chief Executive & Community Services Manager.

**1. Apologies**

Apologies were received from Councillor Gary Sanders; and from local residents Jack and Barbara Haselgrove.

**2. Disclosures of Interest**

There were no disclosures of interest.

**3. Minutes of the Meeting**

The Panel received the Minutes of the meeting held on 29<sup>th</sup> February 2024 in order to confirm their accuracy and be signed by the Chairperson.

**AGREED** that the minutes of the meeting held on the 29<sup>th</sup> February 2024 be approved and signed by the Chairperson.

**4. Feedback/Progress with issues raised at previous Open Sessions**

The Panel received feedback and progress with pursuing issues raised at previous Citizen's Advisory Panel Open Sessions (Item 4 on the agenda).

It was noted that no response had been received from County Highways regarding the Kingsway Crossroads and central white lines

It was noted that marking out of car parking spaces at the Civic Centre car park had been included in the Town Council Capital Plan.

Further investigations had been made into the cost of providing the seeded papers and it was found to be more expensive than previously reported. Other options were investigated including seed balls that could be purchased for local schools and for collection at Braunstone Town Council venues.

Options include

2500 loose balls of seeds costs approximately £200 or 120 boxes of seed balls could be provided for £200.

**AGREED** that further discussions be held and options be considered for providing seeded paper or seed balls to schools and local residents.

## **5. Open Session**

This provided an opportunity for Panel members and attendees present to raise matters of public interest.

The Panel commented on supporting awareness of Women's screening in the community and suggested the Town Council could help with promotion and publicity.

## **6. Braunstone Village Conservation Area Extension**

The Panel received the draft Character Appraisal and Management Plan in respect of a proposed consultation on whether to designate an area of Braunstone Village to the South of Braunstone Lane as a Conservation Area (Item 6 on the agenda).

The Chief Executive & Town Clerk provided an update regarding the Conservation Area:

Blaby District Council were in the process of undertaking six weeks of public consultation regarding the Conservation Area Extension that would commence on 4<sup>th</sup> June until 16<sup>th</sup> July 2024.

A drop-in session would be arranged during the consultation period at Shakespeare Park Sports Pavilion, during the early evening, to allow residents to view the proposed area and documents.

Residents could submit their comments in writing to Blaby District Council and the results of the consultation would be considered at the Blaby District Council meeting in September 2024. If the Conservation Area Extension proposal was adopted by the District Council at this meeting it would take immediate effect.

Members of the Panel were asked if they wished to consider the Character Appraisal and Management Plan documents at this Citizen's Advisory Panel meeting or arrange an additional meeting during the consultation period.

Members suggested that the Town Council undertake publicity on the documents and consultation period to residents to ensure the widest possible promotion of the proposals for the Conservation Area.

### **AGREED**

1. That a further meeting of Citizens' Advisory Panel be arranged during the consultation period, 4<sup>th</sup> June to 16<sup>th</sup> July, to consider and respond to the Character Appraisal and Management Plan
2. That the extra meeting take place before the drop-in session date.

## **7. Revenue Savings Project 2024/2025 and Ongoing**

The Panel received proposals for both one-off savings in 2024/2025 and ongoing savings, to ensure the Town Council focusses its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties (item 7 on the agenda).

### **AGREED:**

1. with the one-off savings identified in Table 1 (the projects identified would be postponed for one year);
2. with the ongoing revenue savings identified in Table 2 (the initial cost was one-off, the savings identified would be delivered annually); and
3. did not have any other suggestions for either one-off or ongoing savings the Town Council could consider.

## **8. Improvements to Impey Close Play Area**

The Panel received and commented on proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space (item 8 on the agenda).

**AGREED:** that the update be noted

## **9. Mosssdale Meadows Flood Alleviation and Drainage Improvements**

The Panel received and commented on proposals for rebuilding the Culvert and carrying out flood alleviation and drainage improvements to Mosssdale Meadows (item 9 on the agenda).

Members of the Panel queried if the work to the car park could have been undertaken at the same time as the work to the new Walking and Cycling route was being undertaken.

It was noted that this project was a partnership between several authorities to provide accessible routes for Walking and Cycling and the Mosssdale Meadows car park was not included in this project. Ideas were considered to include drainage to the car park but the cost and timescale to include this in the project were prohibitive.

**AGREED:** that the report be noted.

## **10. Braunstone Town Council Surveys**

The Panel considered a programme of surveys (item 10 on the agenda).

### **AGREED:**

1. that the report be noted; and
2. that numbers on responses to surveys be made available to the Panel.

## **11. Panel Work Programme for 2024/2025**

The Panel received a copy of the Town Council's Annual Report for 2024 and considered priorities for the Panel's work during 2024/2025 (item 11 on the agenda).

The Panel commented on item 2 of the Strategic Aims and Delivery Objectives and thanks were made to the previous Town Mayor, Tracey Shepherd, for her work in setting up the Chatty Café initiatives in Braunstone Town during her year as Town Mayor 2023/2024.

**AGREED** that the report be noted.

The meeting closed at 8.15pm

**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.*

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 5<sup>th</sup> September 2024.*