



## BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

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Braunstone Town & Thorpe Astley

### ***“Citizens Advisory Panel”***

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

24<sup>th</sup> May 2023

Dear Citizens' Advisory Panel Member

A meeting of the **BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL** will be held in the **Ravenhurst Room** at **Braunstone Civic Centre** on **Thursday, 1<sup>st</sup> June 2023** commencing at **7.30pm**, the agenda for the meeting is set out below.

The Council extends an invitation to any interested local residents and user's groups to attend the meeting to participate in the debate either by attending **Braunstone Civic Centre** or by video link using **Zoom Video Conferencing** (details below).

Join Zoom Meeting

<https://us06web.zoom.us/j/89063643769?pwd=RXEwYm5tZ29reTNaN1k3SksvamtCZz09>

Meeting ID: 890 6364 3769

Passcode: 170514

Yours sincerely,

Chief Executive & 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**  
To confirm the accuracy of the Minutes of the meeting held 2<sup>nd</sup> March 2023 to be signed by the Chairperson (**Enclosed**).
4. **Panel Work Programme for 2023/2024**  
To receive a copy of the Town Council's Annual Report for 2023 and to consider priorities, if any, for the Panel's work during 2023/2024 (**Enclosed**).
5. **Braunstone Town Council Surveys**  
To consider a programme of surveys (**Enclosed**).
6. **Braunstone Village Conservation Area Extension**  
To receive an update on progress with proposals to extend the Braunstone Village Conservation Area to the South of Braunstone Lane.
7. **Shakespeare Park Improvement Project**  
To receive an update on progress with improvements to the play facilities and Future Management arrangements for the Pavilion at Shakespeare Park (**Enclosed**).



**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 2<sup>nd</sup> MARCH 2023**

**PRESENT:** Councillor Leanne Lee (Vice Chair in the Chair), Councillor Darshan Singh and local residents Jeanette Essex and Talent Nuyandoro.

**Officers in Attendance:** Pauline Snow, Deputy Chief Executive & Community Services Manager.

Darren Tilley, Chief Executive & Town Clerk and local resident, John Dodd joined remotely via Zoom and Video Conferencing.

**1. Apologies**

No apologies for absence were received.

**2. Disclosures of Interest**

There were no disclosures of interest.

**3. Minutes of Meeting**

The panel received the Minutes of the meeting held on 24<sup>th</sup> November 2022 in order to confirm their accuracy and be signed by the Chairperson (item 3 on the agenda).

**AGREED** that the minutes of the meeting held on the 24<sup>th</sup> November 2022 be approved and signed by the Chairperson.

**4. Library Opening Times**

Panel members reviewed the current opening times of the Braunstone Community Library following the Library Consultative Panel's proposal to amend the library opening times.

It was noted that the library currently opened until 7pm on Mondays and closed at 12pm on Wednesday mornings. It was proposed that the library closed at 6pm on Mondays due to very few people using the library after 6pm but extend the Wednesday opening hours to 1pm as it is very busy on Wednesday mornings with the coffee morning. A consultation was being undertaken with users and residents on the proposals that closed on 8<sup>th</sup> March. To date, 22 responses had been received with all being in favour of the proposed changes to opening times.

Agreed that the proposed changes to the opening times be supported.

**5. Shakespeare Park Play Area Improvements**

The panel members received an update on proposals along with the proposed layouts to improve the play facilities at Shakespeare Park.

It was noted that the park area was a large area and would include refurbishment of existing equipment, installation of new play equipment, agility trail and sensory garden. The sensory garden and new play equipment would be suitable for children with physical disabilities and learning difficulties in order for the whole family to play together.

An application for funding was currently being prepared for submission to the National Lottery to help with the costs of the work.

Agreed that the designs and proposals be supported.

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

The panel members received an update on the progress with proposals to extend the Braunstone Village Conservation Area to the South of Braunstone Lane.

Little progress had been made to date on the proposal but an agreement in principle had been made with Leicester City Council to consider the Conservation area as a whole rather than two separate areas. Leicester City Council already had in house expertise in managing a conservation area and a review of the existing conservation area on the City side of Braunstone Lane was due for consideration.

Blaby District Council had recently recruited a new member of staff with heritage experience to oversee the conservation area proposal but to date no further progress had been made with the project.

The Town Council's Planning and Environment committee would review progress at the April meeting and consider contacting Blaby District Council if no further progress was made in order to ensure the project moved forward.

The meeting closed at 8:05pm.

### **Matters Raised by Residents attending the meeting**

*Panel Members queried the planning application for communications mast proposed to be installed on Kingsway which had recently been sent to the Secretary of State for an appeal decision. It was understood that local residents owned the Kingsway and could therefore refuse the installation of the mast on the land.*

*Panel members discussed enclosed areas for dog walking. It was noted that the new open space at Thorpe Astley would contain a fenced area for dog walking and would be easily accessible once the new Walking and Cycling route was completed through Mossdale Meadows and Meridian Leisure Park.*

NOTE:

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EQUALITIES ACT 2010*

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- 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 1<sup>st</sup> June 2023.*



**BRAUNSTONE TOWN COUNCIL**

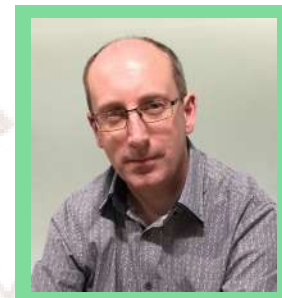
# Welcome to our Annual Report 2023

By Councillor Nick Brown, Leader of Braunstone Town Council

Despite these challenging times, the Town Council continues to provide important services to the community, this Annual Report provides a summary of our achievements during 2022/2023 and looks ahead to our aspirations for the next 12 months.

A full list of our achievements is set out overleaf, however, I wish to reflect on a three of them here.

This year work commenced on improving Walking and Cycling Connections; with the new pathway through Mossdale Meadows completed. The next stages include the path being linked through Meridian Leisure. Further works are due to be carried out later this year to improve the pathway and crossing points along Meridian Way. This is a significant development for our community providing better access to Meridian Leisure and Business Park for Braunstone Town residents and to the Civic Centre/Library and Mossdale Meadows for Thorpe Astley residents. Work to improve access to Aylestone Meadows from Kingsway is also due to take place this year.



Improvement Works have been undertaken to the Civic Centre Facilities. A new kitchen facility enables the Civic Community Lounge to offer hot and cold food through the day providing a community meeting place. The refurbished toilets includes a new Changing Places toilet for individuals who need assistance when using the toilet, making our facilities accessible for everyone.

The new Pavilion facility, site improvements and refurbished tennis courts at Shakespeare Park have been fully completed and delivered under budget by £32,735. The Council and the sports clubs hosted a successful community open day in June showcasing our new Sports Pavilion facilities. Work is underway on the future management arrangements with the Sports Clubs to enable the new Pavilion facility to be available for hire and community use during the coming year. Also in the coming year we aim to deliver the final stage of our improvements: refurbishment of the playground, which includes the installation of sensory play equipment, providing for those children with special needs to play alongside their siblings.

With finance and contractors now in place, in the summer of 2023 we will be installing solar PV panels on our buildings and an air source heat pump at Thorpe Astley Community Centre. With energy bills increasing this project has become a top priority for the Council, not only in response to the challenges of climate change but also to protect the Council's finances and to avoid excessive Council Tax increases.

A full list of the Council's Capital Projects and Delivery Objectives for the coming year, along with information on our services can be found on our website at [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk) or by contacting Customer Services.

Once again, thank you for your time.

## ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

YEAR ENDED 31ST MARCH 2022		YEAR ENDED 31ST MARCH 2023
£		£
618,174.73	<b>BALANCE BROUGHT FORWARD</b>	286,317.22
681,961.00	(+) Annual Precept	720,356.00
172,030.00	(+) Total other receipts	338,512.47
434,301.32	(-) Staff costs	544,101.77
94,185.39	(-) Loan interest / capital repayments	82,433.06
657,361.80	(-) Total other payments	504,210.64
286,317.22	(=) Balances carried forward	214,440.22
243,220.55	<b>Total cash and short term investments</b>	157,711.05
5,400,445.75	<b>Total fixed assets and long term assets</b>	5,429,227.79
1,061,861.96	<b>Total borrowings</b>	1,120,527.97

### Mission Statement

We exist:

1. 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;
2. To provide a focus for civic pride;
3. To listen, identify and respond to agreed local needs;
4. To help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.



# BRAUNSTONE TOWN COUNCIL

## Achievements (2022/2023)



The Council provides a wide range of services together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.



# BRAUNSTONE TOWN COUNCIL ACHIEVEMENTS 2022/2023

## 1. Protect and Enhance our Parks and Open Spaces

- Completed the second phase of the Shakespeare Park Improvements with the refurbishment of the Park Tennis Courts;
- Opened the New Shakespeare Pavilion building and site for use by the sports clubs; with a successful community open day in June 2022;
- Supported the sports clubs at Shakespeare Park to grow with one-off grant fund;
- Further invested in and enhanced tennis provision through Tap4Tennis; rolling out the scheme at Shakespeare Park tennis courts;
- Approved designs and received tenders for improvements to the Culvert and bridge over Lubbesthorpe Brook at Mossdale Meadows.




**BRAUNSTONE TOWN COUNCIL**  
**TAP 4 TENNIS!**  
**AT THORPE ASTLEY PARK AND SHAKESPEARE PARK**

FOR MORE INFORMATION GO TO:  
[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

FOR ALL ENQUIRIES PLEASE EMAIL:  
[ENQUIRIES@BRAUNSTONETOWNCOUNCIL.ORG.UK](mailto:ENQUIRIES@BRAUNSTONETOWNCOUNCIL.ORG.UK) OR  
 CALL: 0116 2890045





### 2. Provide Vibrant Community Facilities

- Refurbished customer toilets at Braunstone Civic Centre, including the provision of a changing places toilet to ensure our facilities are accessible to everyone;
- Provided kitchen facilities to enable the Civic Community Lounge to offer a weekday café service;
- Implemented revised Community Centres hire arrangements providing discounts for regular users, community groups & residents;
- Attracted new activities and hires to Thorpe Astley Community Centre in response to a residents' survey;
- Provided both Library outreach services and support and advice services at Thorpe Astley Community Centre.



### 3. Support and Connect the Local Community

- Established a weekly Warm Welcome Space over the winter months at Braunstone Civic Centre;
- Supported new and existing community activities and initiatives through our enhanced Community Grants Schemes and our Programme of Events;
- Co-ordinated and supported successful community events, such as Apple Day; the Queen's Jubilee commemorations, and open days at both Shakespeare Park Pavilion and Thorpe Astley Community Centre; and
- Developed successful Library community events and initiatives; including children's reading, heritage displays and arts & craft events.



### 4. Respond to Climate Change and champion sustainable development

- Developed an Action Plan to deliver the actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030;
- Completed designs, appointed preferred contractors and secured funding for the installation of Solar PV Panels, an air source heat pump and Electric Vehicle Charging Points;
- Adopted an Environment and Biodiversity Strategy in order to enhance nature and biodiversity on our urban green spaces;
- Supported and facilitated initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian; with phase 1, improvements at Mossdale Meadows, delivered; and
- Implemented a Bike to Work Scheme.



### Your Views

Throughout the year we undertake a range of consultations and surveys to ascertain the views of residents on major projects, such as our improvement proposals, other priorities and services and also to help us to articulate the needs and aspirations of the community.

We have a dedicated Consultation page on our website (found under Town Council).





## **1. Protect and Enhance our Parks and Open Spaces**

**Aim: To invest in and maintain high quality urban green spaces for sport, recreation and play, while enriching the natural environment.**

### **Delivery Objectives for 2023/2024:**

- Complete Phase 3 of the Shakespeare Park refurbishment: Playground.
- Open the New Shakespeare Pavilion building for use by the community.
- Support existing Clubs at Shakespeare Park to grow while supporting new sporting activities, such as Tennis and Pétanque.
- Invest in Thorpe Astley Park Tennis Courts and deliver tennis initiatives to enhance participation.
- Continue to work with Blaby District Council and the developer to ensure improvements are made to the culvert at Thorpe Astley Park.
- Carry out repairs to the Culvert and Bridge at Mossdale Meadows.
- Refurbish and enhance Impey Close Play Area and surrounding open space.



## **2. Provide Vibrant Community Facilities**

**Aim: To provide vibrant, accessible and cost effective community facilities, which continue to be used by and respond to the needs of our community.**

### **Delivery Objectives for 2023/2024:**

- Deliver essential works on the Civic Centre building fabric.
- Expand the Bar Service to include a weekday Civic Centre café service along with outreach services at Thorpe Astley Community Centre.

## **3. Support and Connect the Local Community**

**Aim: To both nurture and enhance the Town’s community life and connect our communities to reduce isolation and build community cohesion.**

### **Delivery Objectives for 2023/2024:**

- Support new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events.
- Co-ordinate community events, such as Apple Day, Coronation of King Charles III, and a Thorpe Astley Summer Event – Thorpe Astley on the Beach.
- Develop Library events, initiatives and continue community engagement; including children’s reading, heritage displays and arts & craft events.
- Support the Local Area Coordination Project.

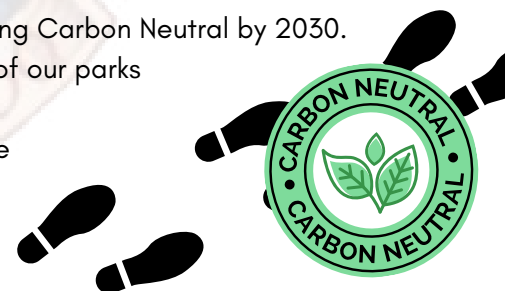


## **4. Respond to Climate Change and champion sustainable development**

**Aim: To embed climate and environmental awareness in our decision making and actions and play our part in supporting the community to do the same.**

### **Delivery Objectives for 2023/2024:**

- Deliver actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030.
- Undertake surveys and produce Management Plans to enhance the biodiversity of our parks and open spaces.
- Support and facilitate initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian.
- Work to ensure that development meets present needs, minimises air pollution and car journeys, while protecting the needs of future generations.



## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 1<sup>ST</sup> JUNE 2023**

#### **Item 5 – Braunstone Town Council Surveys**

##### Purpose

To consider a programme of surveys.

##### Background

Following many years of undertaking Annual Surveys with residents of Braunstone Town, the Policy & Resources meeting held on 1<sup>st</sup> November 2018 agreed that the Annual Survey be discontinued (Minute 48, resolution 1) and that it be replaced by regular smaller surveys undertaken online to ascertain satisfaction and feedback in specific areas.

Surveys would also be undertaken following the introduction of new services or changes to current services and could also include surveys to ascertain the need and type of community initiatives that residents require. For example, a survey could be undertaken following completion of the new Shakespeare pavilion or changes occurring in Customer Services or to see what activities and groups are looking to attend following the pandemic. The annual prize draw, taken from responses received from all the surveys undertaken for the year (subject to contact details being included in the response), could continue. The surveys would be undertaken via social media, the Town Council website, Survey Monkey and paper surveys available at the centres and the library.

A recent proposal was made to the Town Council to consider a Conservation area on Braunstone Lane and following detailed reports and discussion with Blaby District Council, a consultation was undertaken with local residents on the proposed plans.

We have also undertaken surveys on the proposed Environment & Biodiversity Strategy in March 2022 and on proposed changes to the Braunstone Town Community Library opening hours in February 2023.

##### Action requested

To consider and comment on proposed suggestions for smaller, snap surveys.

1. To consider appropriate events, services or circumstances when short surveys could be undertaken to gauge residents' views and suggestions.
2. To consider the type of information the Town Council should be collecting from the short surveys.

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 1<sup>ST</sup> JUNE 2023**

#### **Item 7 – Shakespeare Park Improvement Project**

##### Purpose

To receive an update on progress with improvements to the play facilities and Future Management arrangements for the Pavilion at Shakespeare Park.

##### Background

On 2<sup>nd</sup> March 2023, the Panel received an update on proposals to improve the play facilities at Shakespeare Park and to comment on the proposals.

Phase 1 of the improvements to Shakespeare Park, pavilion and site improvements, and phase 2, tennis courts improvements, have both been completed and there was a total underspend against the agreed budgets of £26,057 on phase 1 and £6,678 on phase 2.

##### Phase 3 – Playground Improvements

The improvement works involve:

1. providing and installing Sensory Play Equipment;
2. providing and installing new swings and removing existing swings;
3. providing and installing new spinning equipment;
4. installation of an Astroturf fitness trail;
5. refurbishment of existing equipment;
6. replacement of existing safety surfaces with Bonded Rubber Mulch; and
7. installation and realignment of access with new gates and boundary fencing.

The proposed layout is attached at Appendix 1 and illustration of how the refurbished playground may look is attached at Appendix 2.

Total costs for the refurbishment of the playground, including the installation of new safety surfaces, sensory garden and agility trail, is £64,295.

The table below sets out the funding secured to undertake the project.

<b>TABLE 1 – Funding for Shakespeare Park Playground Improvements</b>	
<b>Funding Source</b>	<b>Funding Secured</b>
Tesco	£1,000
Section 106 Funding	£3,545
National Lottery	£45,000
Phase 1 and 2 Underspend	£14,750
<b>Total</b>	<b>£64,295</b>

The Council needs to undertake decibel readings for the proposed musical, drum and chime panels for the sensory garden. The contractor attempted to undertake these at locations where they have been installed; however, the readings aren't definitive because of there being a number of variables. The contractor has submitted alternative proposals for play panels rather than musical items. A comparison between the agreed Sensory Play Area and a proposed alternative is set out at Appendix 3.

### Future Management Arrangements

The Shakespeare Park Management Association was established on Monday 27<sup>th</sup> March 2023. The Committee appointed a Chair, Treasurer and Secretary. The Committee also adopted a constitution and authorised the Treasurer to set up a Bank Account.

On 11<sup>th</sup> May, the Committee of the Management Association approved the Licence to Occupy and Manage the Pavilion, which takes effect on 1<sup>st</sup> June 2023 for a period of 10 years. The Management Association have also asked the Council to administer the bookings for the Clubroom.

### Timescales

Timescales are attached at Appendix 4.

### Action Requested

1. Consider and comment on the alternative equipment for the sensory play area;
2. Note that the Shakespeare Park Sports Pavilion is now being run by a Management Association made up of representatives from the Clubs and the Council.





# Braunstone Town Council Shakespeare Play Area









4/77623 - Iss: 1 - Date: 17/09/20 - Designer 9 Note:-  
THIS IS AN ARTIST'S ILLUSTRATION ONLY AND IS NOT TO SCALE.  
PLEASE REFER TO PLAN FOR SCALED DETAIL.

## Sensory Island Play List

- A. Coming or Going
- B. Topsy Turvy
- C. Drum Play Panel
- D. Eden Eco Chimes
- E. Chime Quartet
- F. Bongos
- G. Piano Play Panel
- H. Animal Maze
- I. Sands of Time



Our tactile sensory path, featuring a wide array of textures and sensations perfect for sensory engagement. Your path can include bumpy wooden logs, colourful pebble resin, natural EPDM colours, Artificial Grass & Block Paving.

Alternatives for Sensory Garden	
Current Sensory Play Equipment	Alternative (non-musical)
 <p><b>Bongos</b></p>	 <p><b>Shaker</b></p>
 <p><b>Drum Panel</b></p>	 <p><b>Noughts &amp; Crosses</b></p>
 <p><b>Chime Quartet</b></p>	 <p><b>Butterfly Game Station</b></p>
 <p><b>Chime</b></p>	 <p><b>Rainbow Sambas</b></p>



## **APPENDIX 4 – TIMESCALES**

The following is the timescales for delivery of the project:

May 2023	<ul style="list-style-type: none"><li>• Agreements in place with Clubs and Management Association</li><li>• Further attempt to undertake decibel readings and review of alternative options for sensory play area (including consultation where necessary)</li><li>• Application to discharge Playground Planning Condition (if necessary)</li><li>• Confirmation of works and arrangements for Playground Improvements (if alternative options sought and funding confirmed)</li></ul>
June 2023	<ul style="list-style-type: none"><li>• Management Association take on 10 year Licence to manage the Sports Pavilion</li><li>• Bowls Club and Football Club take on 10 year pitch licences</li><li>• Clubroom available for hire</li><li>• Policy &amp; Resources Committee considers progress with the management arrangements and the playground improvements and, if necessary, determines alternative options and funding to deliver the play area improvements.</li></ul>
July / August 2023	<ul style="list-style-type: none"><li>• Lead in time for playground works</li></ul>
September 2023	<ul style="list-style-type: none"><li>• Commencement of works on Playground</li></ul>
October 2023	<ul style="list-style-type: none"><li>• Completion of works on Playground</li></ul>