



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

Telephone: 0116 2890045 Fax: 0116 2824785

Email: enquiries@braunstonetowncouncil.org.uk

www.braunstonetowncouncil.org.uk

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

21st February 2024

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, 29th February 2024** 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/82801601283?pwd=r6nhGNcOdbn6X5MNLc2ZI1uSz8busp.1>

Meeting ID: 828 0160 1283

Passcode: 276634

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 30th November 2023 to be signed by the Chairperson (**Enclosed**).

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

To provide feedback and progress with pursuing issues raised at previous Citizens' Advisory Panel Open Sessions (**Enclosed**).

5. **Open Session**

To provide an opportunity for Panel members and attendees present to raise matters of public interest.

6. **Braunstone Village Conservation Area Extension**

To receive an update on progress with proposals to designate an area of Braunstone Village to the South of Braunstone Lane as a Conservation Area (**Enclosed**).

7. **Library – Community engagement/involvement and social inclusion**

To receive an update on community involvement and social inclusion initiatives at Braunstone Town Library (**Enclosed**).

Next Scheduled Meeting: TBC.



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 30th NOVEMBER 2023

PRESENT: Councillor Imran Uddin (Chair), and Councillors, Satindra Sangha and Darshan Singh and residents Jeanette Essex, Barbara Haselgrove, Jack Haselgrove, Susan Metson, Geoff Simmonds, Satwant K. Singh.

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 Sam Fox-Kennedy and residents John Dodd and Anthony Mason

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 31st August 2023 in order to confirm their accuracy and be signed by the Chairperson.

AGREED that the minutes of the meeting held on the 31st August 2023 be approved and signed by the Chairperson.

4. Feedback/Progress with issues raised at previous Open Spaces

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 a response had been received from Leicestershire County Council Environment and Transport Department regarding the request for additional signage to Braunstone Town on highway signs before reaching Fosse Park Island. The County Council advised that additional local directional signage is not something they consider implementing following guidance from the Department of Transport. It was noted that over usage of signs was discouraged as many drivers now use satellite navigation systems when travelling to new areas and too many highway signs dilutes safety-critical messages.

The Panel suggested that the Welcome to Braunstone Town signs on the slip road be brought forward towards the island so that they are more visible to drivers.

Lighting on the Lubbesthorpe Bridle Path would be considered for inclusion in the Town Council's forthcoming Capital Plan. The Town Council would also be actively pursuing other initiatives with Leicestershire County Council and Blaby District Council to further develop the cycling and walking networks across the district to

link communities and different areas of the Town. Consideration would be made to improve links through Mossdale Meadows from Shakespeare Drive to Brockenhurst Drive; improved Franklin Park footpath; Kingsway North to Avon Road footpath and Thorpe Astley footpath through to Leicester Forest East.

The Panel suggested that when installing footpath lighting, that light pollution within the Town be considered and measures undertaken to reduce this as much as safely possible.

AGREED:

1. that the County Council be contacted to move the Welcome to Braunstone Town sign nearer to the island; and
2. that when installing lighting, consideration to be made on the impact of light pollution.

5. Open Session

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

The Panel discussed a recent Diwali event held at the Civic Centre and suggested amendments to the organisation of the Diwali Celebration be included in the 2024 event.

AGREED that a reduction in ticket numbers to provide a more comfortable and more easily managed event.

6. Braunstone Town Council Results from Surveys

The Panel received the results of the Town Council surveys, including feedback on current initiatives (item 6 on the agenda).

The Panel noted that the responses from the surveys were very low and considered ideas to increase responses to the surveys undertaken.

AGREED:

1. that a reason why the survey was being undertaken be included in the promotion to engage more residents;
2. that better use of Town Council noticeboards should also be considered to promote surveys including using QR codes to access the survey; and
3. that paper copies of the survey being available at Town Council venues.

7. Priorities, Projects and Financial Planning

The Panel received the Council's medium-term strategy along with the current priorities, objectives and capital plan in order to determine whether they were relevant to address current and emerging issues faced by the Council and the community and to consider and comment upon progress during the current year

and consider and identify any new issues and projects for 2024/2025 and beyond for recommendation to Policy & Resources Committees (Item 7 on the agenda).

AGREED that the report be noted.

8. Draft Climate Change & Environmental Action Plan

The Panel considered items for a proposed annual action plan to deliver the Climate Change and Environmental Strategy's Objectives (Item 8 on the agenda).

It was noted that the Town Council had engaged a specialist contractor to undertake Biodiversity studies on all Town Council owned land in April 2024 to advise on land management to support and sustain wildlife and green spaces.

The Town Council's work on Climate Change and Environment Planning was to lead by example and encourage residents to consider what they can do to help the environment.

AGREED that the following be considered:

1. to encourage residents to avoid the removal of grass and plants and tarmacking or block-paving front gardens to accommodate extra parking; and
2. initiatives to encourage residents to plant more seeds and plants could be considered after the biodiversity studies had been completed and promoted, particularly to younger residents.

9. Braunstone Village Conservation Area Extension

The Panel received an update on the progress with proposals to extend the Braunstone Village Conservation Area to the South of Braunstone Lane (Item 9 on the agenda).

The Chief Executive & Town Clerk advised that a recent update had been received from Blaby District Council as follows:

- Four to six weeks for production of draft documents – February/March 2024
- Two to four weeks for internal checking – March/April 2024
- Six to eight weeks suggested for public consultation – April/May 2024
- Four to six weeks suggested for assessing consultation responses and revising documents for final approval – June/July 2024
- Meeting to consider designation – July 2024

Although the progress on the work was slow this was positive news. Work on agreeing a Conservation Area included technical planning work that needed to be accurate and thorough to avoid potential planning problems in the future.

Panel members expressed frustration at the time taken to start work on the area and expressed concern over upcoming planning applications that could impact on the area before a Conservation Area was approved by Blaby District Council.

Braunstone Town Council was very keen to ensure that the Conservation Area was established and would ensure that the key partners undertake the work within the timescales now agreed.

Panel members were advised to contact the Town Council over any upcoming planning applications within the proposed Conservation Area, that they were concerned about and that Planning & Environment Committee meetings were open to the public to attend.

AGREED that the update be noted.

10. Arrangements for commemorating 80th Anniversary of D-Day in June 2024

The Panel shared ideas and considered proposals for commemorating the 80th Anniversary of D-Day in June 2024 (item 10 on the agenda).

Draft suggestions for activities and events would be considered by the next Community Development meeting due to be held on 7th December 2023 and suggestions from residents would also be included.

Ideas being considered included lighting of the Memorial Garden at the Civic Centre in lieu of lighting a beacon; a short service of commemoration at the Memorial Garden on 6th June 2024 followed by refreshments and Coffee Morning organised by the library volunteers; planting of poppy seeds on land owned by the Town Council; displays and photographs organised by the Braunstone Heritage Archive Group; a mini Programme of Events to support local community groups to organise their own events and a small budget to offer a grant scheme to community groups to arrange their events.

AGREED

1. that the draft proposals be noted; and
2. that the link that Braunstone Town had with the 82nd Airborne Division be highlighted in the forthcoming commemorations of the D-Day landing.

The meeting closed at 9.20pm

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 29th February 2024.

CITIZEN'S ADVISORY PANEL

OPEN SESSION – ACTION UPDATE

TITLE	ISSUES RAISED	DATE RAISED	PROPOSED ACTION	TIMESCALE	UPDATE
Highway signs	Welcome to Braunstone Town Council sign on slip road off Fosse Park island too far back for M1 an M69 traffic to see before passing junction. Suggest signage included in highway signs before reaching Fosse Park island	31 st August 2023	<ol style="list-style-type: none"> 1. Contact County Council to ascertain if Highways department could install additional signage for Braunstone Town 2. Include on agenda of Town Council Planning & Environment committee meeting 	Before next meeting of Citizen's Advisory Panel	<p>Local County Councillor contacted on 18th September 2023 requesting change to signage. No response received</p> <p>Included on agenda P & E committee agenda. The Committee agreed to pursue the installation of the entrance sign with the County Council and County Councillor. No response received No progress to date</p>
To Disabled Parking Spaces at Braunstone Civic Centre	<ul style="list-style-type: none"> • Visitors to the centre not displaying Blue Badges when parking in disabled spaces • Braunstone Town Council staff parking in disabled spaces; • Contractors using disabled parking spaces to store equipment during recent work to the library; • Delivery vans using disabled parking spaces to drop off items to the Civic Centre and library. 	31 st August 2023	<ul style="list-style-type: none"> • All visitors to the Civic Centre/ Library be advised that unless they display a Blue Badge they should not park in disabled bays. • All staff to be reminded that parking in disabled parking bays without displaying a Blue Badge is prohibited. • That contractors be advised that equipment compounds 	Before next meeting of Citizen's Advisory Panel	<p>Remarking of parking bays and signage to be considered as part of Capital Plan</p> <p>Email sent on 11th August to all staff advising not to park in disabled bays.</p> <p>Contractors contacted on 11th August to advise about parking and</p>

TITLE	ISSUES RAISED	DATE RAISED	PROPOSED ACTION	TIMESCALE	UPDATE
			<p>to be set up in the agreed locations</p> <ul style="list-style-type: none"> • Clear signage required showing disabled bays. 		<p>setting up in disabled parking bays To remark out disabled parking bays COMPLETE – Propose to remove from update</p>
Car park lines	Car parking bay lines at Civic centre car park very faded and require remarking along with disabled bay lines	31 st August 2023	Marking out of civic centre car park bays is on the Town Council Capital Plan. To consider moving this to a short-term project to undertake	For consideration at next managers meeting to consider Capital Works	<p>Remarking of parking bays and signage to be considered as part of Capital Plan COMPLETE – Propose to remove from update</p>
Blood Donors Truck	Parking at Braunstone Civic Centre by Blood Donors. Large truck used to transport equipment for the NHS blood donor service blocks cars in when they arrive. Staff used to cone off the car park bays by the side of Millfield Hall on days when Blood Donors were booked in.	31 st August 2023	Proposed action: to reinstate putting out cones by Millfield Hall to prevent other vehicles parking on days when Blood Donors were due to attend. Senior Premises Officer asked to ensure that cones are put out by Millfield Hall prior to Blood Donors truck arriving.	Before next booking of Blood Donors at the Civic Centre	<p>Cones made available at Civic Centre and would be put out when blood donors booked the centre. COMPLETE – Propose to remove from update</p>
Kingsway Crossroads	Concern was raised regarding the crossroads on Kingsway where several residents had witnessed accident as drivers travelling on the Kingsway were unaware of the crossroads despite some signage being in place	31 st August 2023	Proposed action: to contact the local County Councillor to express concern at the number of accidents at the crossroads and request that Highways consider installing further signage to advise that vehicles must stop at the crossroads, to prevent further accidents.	Before next meeting of Citizen's Advisory Panel	<p>Local County Councillor contacted on 18th September 2023 requesting that Highways consider installing further signage at the Kingsway Crossroads. No response received</p>
Kingsway Central white lines	It was suggested that central white lines down Kingsway be installed as it was noted that the road was very narrow when passing vehicles and	31 st August 2023	Proposed action: to contact the local County Councillor to request the central white lines be installed on Kingsway.		No response received

TITLE	ISSUES RAISED	DATE RAISED	PROPOSED ACTION	TIMESCALE	UPDATE
	buses and drivers needed guidance on road position.				
Lubbesthorpe Bridle Path	Concern was raised that there was no lighting installed down Lubbesthorpe Bridle Road from Shakespeare Drive to Brockenhurst Drive entrance to the park following the installation of the new Walking & Cycling Route. This had been suggested in the early plans but Leicester City Council, who had led the project, felt that lighting the Bridle Road would primarily only benefit Braunstone Town residents.	31 st August 2023	To consider the possibility of Braunstone Town Council installing lighting down Lubbesthorpe Bridle Road and include in the Capital Plan Programme.	For consideration at next managers meeting to consider Capital Works	For consideration in Capital Plan COMPLETE – Propose to remove from update

BRAUNSTONE TOWN COUNCIL

CITIZENS ADVISORY PANEL – 29th FEBRUARY 2024

Item 6 – Braunstone Village Conservation Area

Purpose

To receive an update on progress with proposals to designate an area of Braunstone Village to the South of Braunstone Lane as a Conservation Area.

Background

On 9th September 2021, Braunstone Town Council's Planning & Environment Committee received a report from the Braunstone Town Heritage Warden concerning the merits of designating as a conservation area, the area of Braunstone Village to the south of Braunstone Lane to coincide with the already designated conservation area within the Leicester City boundary and resolved to make representations to Blaby District Council in support of the proposal (Minute 42, 2021/2022).

On 4th November 2021, Planning & Environment Committee received a draft Character Appraisal of Braunstone Village prepared by the Heritage Warden and determined that engagement with the public should be undertaken on the proposal (Minute 56, 2021/2022).

Between December 2021 and January 2022, a residents' survey was held to ascertain whether there would be general support for a conservation area. Citizens Advisory Panel were consulted and a survey was delivered to properties in Braunstone Village on both sides, the survey was also sent to partners and included in the December 2021 Braunstone Life.

Planning & Environment Committee received the survey results on 10th March 2022 (Minute 87, 2021/2022). 38 responses were received (all in favour); 2 felt the proposed boundary should be different and 1 felt the proposed Character Appraisal didn't fully recognise the special character of the area.

On 5th May 2022, Planning & Environment Committee received and approved a proposed timetable for the next stages of the process to consider (Minute 102, 2021/2022). Unfortunately, the approved programme did not commence, due to capacity issues at the District Planning Authority and at Leicestershire County Council's conservation team.

As a result on 25th August 2022, to move the appraisal process forward, Braunstone Town Council's Planning & Environment Committee resolved to suggest to Blaby District Council that Leicester City Council be approached to undertake the appraisal review alongside their review of the existing conservation area within their administrative boundary (Minute 25, 2022/2023).

In December 2022, it was confirmed that Leicester City Council could support the project. In addition to providing expertise this would also ensure that both Conservation Area reviews were aligned.

In February 2023, Leicester City Council advised they had delayed the review of the existing Braunstone Village Conservation Area due to other pressing matters.

In April 2023 Leicester City Council advised they were planning a review of the Braunstone Village Conservation Area in the Summer of 2023. The City Council were planning to incorporate the Braunstone Town/Blaby District proposal to consider a conservation area to the South of Braunstone Lane into this work.

Review Process

An “Inception Meeting” was held on Wednesday 8th November 2023, which was attended by the Town Clerk, representatives of both the Planning Policy and Development Services teams at Blaby District Council, and representatives from Leicester City Council’s conservation team, who manage the existing Braunstone Conservation Area.

The purpose of the meeting was to discuss the scope, timescales and process for evaluating whether there is a case to designate the area of Braunstone Village to the south of Braunstone Lane/Main Street as a Conservation Area, which would be complementary to the existing Braunstone Conservation Area in protecting and enhancing the special character and appearance of Braunstone Village.

Stage 1 – Evidence Gathering

Leicester City Council’s conservation team are providing all technical support to facilitate the evidence gathering and appraisal process. The team have the technical knowledge to undertake the work in relation to the process and legislation.

The evidence gathering, which also involved reviewing existing evidence and work (including the appraisal undertaken by the Town’s Heritage Warden in 2021 and the responses to the initial survey undertaken by the Town Council in December 2021/January 2022), to inform the process is complete.

The draft documents, which consists of a Character Appraisal and a Management Plan, have been received by Blaby District Council, as the planning authority, and have also been provided to Braunstone Town Council ahead of the Internal Checking process.

Stage 2 – Internal Checking

An Internal Checking process will check the evidence and work to ensure that it is legally defensible and robust in planning terms. Any Conservation Area will need to be managed and there must be robust evidence for further restrictions on permitted development rights if these are included. These restrictions must be relevant and essential to protect the special character and avoid undue burdens on residents.

The Internal Checking process is now being undertaken by planning officers and is expected to take around a month to complete.

Stage 3 – Public Consultation

Once the above work has been carried out, should there be evidence to support a designation, a draft appraisal will be developed and a proposal submitted to Blaby District Council, scheduled for 16th April 2024, to approve a public consultation.

Braunstone Town Council's Planning & Environment Committee has scheduled an additional meeting on Thursday 11th April 2024 to consider the published report and recommendations (due to be published on Monday 8th April 2024) that will be considered by Blaby District Council on 16th April 2024.

The public consultation, if approved, will be a statutory consultation carried out by Blaby District Council and supported by Braunstone Town Council. The Town Council will support the consultation process using its communications channels, premises and the Citizens' Advisory Panel.

The public consultation is expected to be open for six to eight weeks during April and May 2024.

The Town Council's Planning & Environment Committee will consider the consultation during the consultation period (depending on timescales and agenda items this will either be at a scheduled meeting or an additional meeting). It is recommended that Citizens' Advisory Panel consider and respond to the public consultation. At the moment a meeting is planned for Thursday 23rd May 2024 (depending on timescales, this may need to be moved or an additional meeting arranged).

Stage 4 – Assessing Consultation Responses

Following the consultation period, the results will be assessed by officers. This part of the process is expected to take four to six weeks late May, through June, into early July. If there is a case to designate a conservation area then the proposed Character Appraisal and associated policy documents will be updated.

Stage 5 – Adoption

A recommendation, based on the evidence gathered, the appraisal, and the consultation results, will then be made to Blaby District Council, scheduled for 16th July 2024.

A meeting of Braunstone Town Council's Planning & Environment Committee will be scheduled prior to the District Council meeting to consider the proposals and recommendations that will be considered by Blaby District Council on 16th July 2024.

Blaby District Council will determine whether or not to designate the Town/District side of Braunstone Village as a Conservation Area, and if so the area for designation.

Outline Work Programme

The following outline timetable has been produced:

Timescales/Dates	Stage
February 2024	1. Evidence Gathering - <i>complete</i>
March 2024	2. Internal Checking - <i>underway</i>
11 th April 2024	Braunstone Town Council's Planning & Environment Committee considers consultation recommendation
16 th April 2024	Blaby District Council considers undertaking consultation
April / May 2024	3. Public Consultation
23 rd May 2024	Proposed Citizens' Advisory Panel meeting
June 2024	4. Assessing Consultation Responses
16 th July 2024	5. Blaby District Council considers Adoption proposal

Braunstone Town Council will be involved at certain key stages in the process.

Blaby District Council will determine the consultation responses and the proposed character appraisal and boundary through its own constitutional processes, which will include determining whether to make a recommendation to its Council to designate a conservation area.

Action Requested

1. Comment on the approach to the *Review Process*, and the *Outline Work Programme*;
2. note an additional meeting of Planning & Environment Committee has been scheduled for Thursday 11th April 2024 to consider the published report and recommendations being submitted to a meeting of Blaby District Council on 16th April 2024 on whether to undertake a public consultation; and
3. note the next meeting of Citizens' Advisory Panel is planned for Thursday 23rd May 2024 to consider and respond to the public consultation (depending on timescales, this may need to be moved or an additional meeting arranged).

BRAUNSTONE TOWN COUNCIL

CITIZEN'S ADVISORY PANEL – 29th FEBRUARY 2024

Item 7 – Library – Community Engagement/Involvement and Social Inclusion

Purpose

To receive an update on community involvement and social inclusion initiatives in Braunstone Town Library.

Activities

The library continues to be well used and supported and a vital hub for the community.

The library use figures from Leicestershire County Council for January 2024 show that Braunstone Town Community Library is the top community managed library for all stock issues, 2nd for active borrowers in January and 2nd in the county for new joiners by 1 although cumulative, over the year, we are top in the County.

Requests for community activities in the library have been approved as follows:

- “Word Warriors” – Children’s Book Debating Club 3.30pm – 4.30pm for 10 weeks starting on 6th February 2024 (8 – 10 year olds) - FREE
- Junk Model Robots – Tuesday 20th February 2024 2.00pm – 3.30pm (provisional times) 4 – 11 year olds – FREE
- Women Empowerment Open Event – Friday 8th March 2.00pm – 5pm adults. Future workshops will take place at Braunstone Civic Centre - FREE
- Easter Craft Session – Tuesday 26th March 2024 2.00pm – 3.30pm (provisional times) 4 – 11 year olds – FREE

The existing Craft n Chatter on Mondays, Coffee Morning on Wednesdays and Story Time on Fridays continue to thrive in the library.

Details of the forthcoming Summer Reading Scheme had been received and a staff member nominated to be the contact member for the scheme.

Story Time Sessions at Thorpe Astley

The Town Council had recently advertised for volunteers to set up and run a story time session at Thorpe Astley Community Centre on a weekly basis. To date, one local resident had expressed an interest in running this but an application form and formal recruitment was awaited before this can progress further.

Action requested

1. To note the report.