



## BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*

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Braunstone Town & Thorpe Astley

### ***“Citizens Advisory Panel”***

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

23<sup>rd</sup> August 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, 31<sup>st</sup> August 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/82193053496?pwd=YnBTR3dtK3I2dVZYb2NDeHlmbzQ1QT09>

Meeting ID: 821 9305 3496

Passcode: 326645

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 1<sup>st</sup> June 2023 to be signed by the Chairperson (**Enclosed**).
4. **Open Session**  
To provide an opportunity for Panel members and attendees present to raise matters of public interest.
5. **Library – Community engagement/involvement and Social Inclusion**  
To receive an update on community involvement and social inclusion initiatives at Braunstone Town Library (**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. **Improvements to Impey Close Play Area and Open Space**  
To comment on outline proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space (**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 1<sup>st</sup> JUNE 2023**

**PRESENT:** Councillor Imran Uddin (Chair), Councillor Leanne Lee (Vice-Chair) and Councillors Richard Forest, Satindra Sangha and Darshan Singh and local residents John Dodd and Jeanette Essex.

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

**1. Apologies**

Apologies for absence were received from Talent Nuyandoro

**2. Disclosures of Interest**

There were no disclosures of interest.

**3. Minutes of Meeting**

The panel received the Minutes of the meeting held on 2<sup>nd</sup> March 2023 in order to confirm their accuracy and be signed by the Chairperson.

**AGREED** that the minutes of the meeting held on the 2<sup>nd</sup> March 2023 be approved and signed by the Chairperson.

**4. Panel Work Programme for 2023/2024**

Panel members received a copy of the Town Council's Annual Report for 2023 in order to consider priorities, if any, for the Panel's work during 2023/2024.

Panel members discussed the Strategic aims and delivery objectives of the Town Council for 2023/2024.

With regards to Supporting and Connecting with the Local Community aims, panel members discussed co-ordination between different authorities and local groups in order to provide a better approach to providing services on different days and locations, including the Warm Space initiative that the Town Council organised along with other groups in the Town. It was noted that not all groups or organisations wished to work with the council on joint projects but further work was needed to try and encourage a more co-ordinated approach to community work.

Members discussed the need to involve local groups and residents with the Panel in order to get relevant feedback and engagement on issues within the Town.

Much of the promotion and work undertaken by the Town Council is posted on the website and social media but concern was raised about the number of residents

who don't use or have access to modern methods of communication. The Panel members suggested that posters and flyers be made available on notice boards, local shops, post offices, sheltered housing, surgeries etc where vulnerable and elderly residents are more likely to see them in order to try and reach all residents of the Town.

**AGREED** that local community groups be contacted and encouraged to attend the Citizen's Advisory Panel meetings to put forward ideas and suggestions.

## **5. Braunstone Town Council Surveys**

The Panel considered a programme of surveys.

It was noted that the Town Council no longer undertook an annual major survey on projects and plans for the forthcoming year but now undertook shorter, targeted surveys.

Members of the Panel queried how the surveys were made available to the public and it was noted that surveys were made available on the website, social media and paper copies were made available in the community centres and the library.

Members suggested that surveys needed to be more widely distributed as many residents did not use or have access to digital surveys and did not attend the centres and would therefore not be aware of the surveys.

### **AGREED**

1. that paper copies of the surveys be forwarded to local community groups for distribution to their members or other contacts that may be interested in completing a survey;
2. that representatives of local groups and organisations be encouraged to attend the Citizen's Advisory Panel to help engage with the community; and
3. that the Braunstone Life be used to promote the Panel and encourage residents to attend.

## **6. 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.

It was noted that Leicester City Council would be carrying out a review of the Braunstone Village Conservation Area in the summer of 2023 and had agreed to include the proposal to extend the conservation area to the south of Braunstone Lane in the consultation. The Project Specification, once drafted, would need approval from the appropriate Head of Service at both Leicester City Council and Blaby District Council.

Work on the extension to the Braunstone Village Conservation area was progressing but at a very slow rate.

## **7. Shakespeare Park Improvement Project**

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

It was noted that the Management Committee would take over the running of the Shakespeare Sports Pavilion as from 1<sup>st</sup> June 2023.

Funding was now in place for the work to be carried out the refurbishment of the existing playground at Shakespeare Park. However, the planning application for the site included the requirement to provide decibel readings for the musical play equipment on the playground. The contractor had been unable to provide accurate decibel readings and therefore alternative play equipment had been suggested for the sensory garden that would not require decibel readings, in order to prevent a delay in the commencement of the work. The alternative equipment and revised layout of the play area was circulated for members of the panel to comment on.

**AGREED** that the proposals for the alternative equipment and revised layout of the play area be supported.

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

Panel members raised concerns regarding the arrangements with the new management committee running the Shakespeare Sports Pavilion as from 1<sup>st</sup> June. Concern was raised on how the booking of rooms would be arranged and the procedure for making complaints. It was queried if the license and constitution of the new committee was available online or if it was available for public inspection.

Concerns were also raised regarding young people playing football up against the rear of the new sports pavilion and the grass cuttings being disposed over against residents' fences that were deep and creating a smell. The area was also reported to be overgrown with weeds that were being deposited into residents' gardens.

A query was also received regarding financial support from the Town Council for the repair of the roof at St Crispin's Church. Unfortunately, the Town Council was not legally able to support with financial support for the upkeep of religious buildings but was able to support any community fundraising events.

The meeting closed at 8:50pm.

**NOTE:**

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**EQUALITIES ACT 2010**

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*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 31<sup>st</sup> August 2023.*

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZEN'S ADVISORY PANEL – 31<sup>st</sup> AUGUST 2023**

#### **Item – 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 Braunstone Community Library has now become a very vibrant community hub with several activities being run and organised by local volunteers.

The Wednesday morning Coffee Morning, Storytime session and Monday Craft and Chatter events continue very successfully and are very well attended. The Arts and Nature Workshops were now being run by volunteers since funding for the paid tutor had ended. The group are very enthusiastic and had approached the Town Council to use 2 or 3 small areas of park land or open spaces to install bird boxes, bee homes, native flowers etc. to promote nature, crafts and biodiversity in the community. The Town Council has identified three areas that we are able to offer the group based on Shakespeare Park, Franklin Park and land adjacent to the Braunstone Library. Work on these areas is hoped to start in 2024.

The Family Learning Team from Leicestershire County Council ran a one-day craft session for families during the Summer holidays on Thursday 3<sup>rd</sup> August, 2.30pm – 4.00pm which was very well attended

The Summer Ready Challenge in the library is due to end on 2<sup>nd</sup> September 2023 and has been very successful.

##### Change in Library Opening hours

The new opening hours of the library started on 1<sup>st</sup> May 2023 and have been well received with no issues or comments received from users of the library.

##### Future events and requests for use of the library

Various organisations such as charities and Community Interest Companies had approached the Town Council to use the library venue to run workshops or one-off sessions which are free to both the Council and the users of the activities. In many cases these organisations apply for grant funding from various organisations to provide tutors, equipment, publicity etc. or wish to offer support and advice to residents and the library provides an ideal venue for the activities to take place in.

It is proposed that consideration be made to criteria and principles for offering the use of the library to organisations in line with the current principles that guide free use of

other Braunstone Town Council venues. Proposals for consideration will be prepared for consideration at the next Community Development meeting due in October 2023.

Action requested

1. To note the report.
2. To consider criteria and principals for future use of the library by organisations, to provide support and advice to local residents.



## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 31<sup>ST</sup> AUGUST 2023**

#### **Item 7 – Improvements to Impey Close Play Area and Open Space**

##### Purpose

To comment on outline proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space.

##### Background

Improvement work to Impey playground and surrounding open space had been included in the Town Council's Capital Plan for 2023/2024 due to the need to update and replace existing play equipment and safety surfaces. The Capital Plan included the following work:

1. Resurface playground with rubber mulch under play equipment and pathway.
2. Install new and replace vandalised equipment.
3. Improve paths, including gravel path "yellow brick road" and planting in surrounding open space.

A site visit was undertaken on 5<sup>th</sup> July 2023 to establish the current condition of the play area and surrounding open spaces. Attached at Appendix 1 are images of the play area and surrounding open space.

It was confirmed that the current equipment in the playground consisted of:

- 2 Swings
- Slide/Climbing Frame
- Bench x2
- Litter Bin

Impey playground is a large play area, located in the centre of Thorpe Astley that is both well used and accessible. However, very little play equipment has been installed. The play area could easily accommodate additional play equipment.

Following the site visit it is proposed that recommendations are made to undertake improvements to the playground and surrounding open spaces as set out in the following sections.

##### Play Area

That the playground equipment be focussed on Primary School age and Toddlers and to include:

- Keeping the current Slide/Climbing Frame
- Refurbish Swings or install new swings
- Consider installation of additional new play equipment suitable for toddlers and primary school age children

- Installation of new Vehicular Access Gate
- Replacement of existing Wet Pour Safety Surfaces and replace with Rubber Bonded Mulch
- Retain existing benches and bin
- Retain existing bow top fencing around the play equipment

#### Area outside the fenced off playground

There is sufficient land surrounding the fenced off play area where new equipment for older/teenage children could be installed which would allow the area to cater for all age groups.

This could include equipment such as balancing equipment, Zip line, climbing frames and/or outside gym equipment.

#### Wider Area

Consideration of the wider area was also undertaken to include:

- Continuation of tree planting in the area
- Renovate path from Darien Way to Sculpture (top section down towards Brook) and consider installation of drainage
- Extend tarmac path from end of path from Impey Close to path from Darien Way to Sculpture
- Installation of bench at end of Darien Way path adjacent to Sculpture

#### Timescales / Next Stages

The following are proposed milestones, subject to consideration and approval at Policy & Resources Committee on 7<sup>th</sup> September 2023:

- 7<sup>th</sup> September 2023 – Policy & Resources Committee to consider concept and outline proposals;
- October 2023 – Consultation on Concept and Outline Proposals;
- November 2023 – Policy & Resources Committee to finalise proposals and approve procurement process;
- January/February – invitations to tender;
- March – tenders considered and shortlisted;
- April 2024 – consultations on specific proposals;
- June 2024 – final proposals and contractor agreed; and
- September – November 2024 – Refurbishment Work Undertaken.

#### Action Requested

Consider and comment on the suggested concept improvements to Impey Play area and surrounding Open Spaces.





