



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

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

23rd August 2023

To: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillor Sam Maxwell.

Dear Councillor

You are summoned to attend a meeting of the **EMPLOYING COMMITTEE** to be held on **Thursday, 31st August 2023** commencing at **5.30pm** to be held in the **Ravenhurst Room** at Braunstone Civic Centre for the transaction of the business as set out below.

Alternatively, members of the public may observe this meeting, and make contributions under the Public Session item, using Zoom video and web conferencing software (details below).

Join Zoom Meeting

<https://us06web.zoom.us/j/87916645747?pwd=OWs5aTBPVE5tbGNhS0o2VXdOS3FCUT09>

Meeting ID: 879 1664 5747

Passcode: 375334

Yours sincerely,

Chief Executive & Town Clerk

AGENDA

1. Apologies

To receive apologies for absence.

2. Disclosures of Interest

To receive disclosures of Interest in respect of items on this agenda:

- a) Disclosable Pecuniary Interests,
- b) Other Interests (Non-Pecuniary).

3. Public Participation

Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

4. Minutes of the Meeting held 7th July 2022

To confirm the accuracy of the Minutes of the meeting held 7th July 2022 to be signed by the Chairperson (**Enclosed**).

5. Annual Report 2023 and Capital Plan 2023/2024

To receive the Annual Report of the Town Council setting out achievements from 2022/2023 and priorities for 2023/2024, alongside the Capital Plan for 2023/2024 and beyond. The purpose to set the context for the Employee Development/Appraisal Review of the Chief Executive & Town Clerk (**Enclosed**).

6. Employee Development/Appraisal Review of the Chief Executive & Town Clerk

RECOMMENDED: - That in view of the special / confidential nature of the business to be transacted, it is recommended that the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reason for exception – Personal Information.

To undertake the Personal Performance & Development Appraisal Review of the Chief Executive & Town Clerk.

Enclosed for Members of the Committee:

- a) Chief Executive & Town Clerk's Personal Performance & Development Appraisal 2022;
- b) Job Description and Person Specification for the Chief Executive & Town Clerk; and
- c) Personal Performance & Development Appraisal Form for 2023, including self-assessment by the Chief Executive & Town Clerk.



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 EMPLOYING COMMITTEE
HELD AT BRAUNSTONE CIVIC CENTRE

7th JULY 2022 at 6.30pm

PRESENT: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillor Phil Moitt.

Officer in attendance: Darren Tilley (Chief Executive & Town Clerk).

There were no members of the public present at the meeting.

1. Apologies

No apologies for absence were received.

2. Disclosure of Interest

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by members.

3. Public Participation

In accordance with Standing order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

4. Minutes of the Meeting held 13th January 2022

The Minutes of the Meeting held on 13th January 2022 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 13th January 2022 be approved and signed by the Chairperson as a correct record.

5. Annual Report 2022 and Capital Plan 2022/2023

The Committee received the Annual Report of the Town Council setting out achievements during 2021/2022 and priorities for 2022/2023, alongside the approved Capital Plan for 2022/2023 and beyond (item 5 on the agenda).

RESOLVED that the achievements and priorities be received and noted.

Reason for Decision

To provide a focus for undertaking the Chief Executive & Town Clerk's Employee Development and Appraisal Review.

6. Employee Development/Appraisal Review of the Chief Executive & Town Clerk

RESOLVED that in view of the special / confidential nature of the business to be transacted, the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Personal Information.*

The Committee considered the:

- a) Executive Officer & Town Clerk's Employee Development/Appraisal Review 2021;
- b) Job Description and Person Specification for the Chief Executive & Town Clerk; and
- c) Personal Performance & Development Appraisal Form for 2022, including the self-assessment by the Chief Executive & Town Clerk (item 6 on the agenda).

The Committee then undertook the Personal Performance & Development Appraisal Review of the Chief Executive & Town Clerk.

RESOLVED that the Employee Development/Appraisal 2022 review of the Chief Executive & Town Clerk be approved (confidential item filed with the minutes).

Reason for Decision

To ensure that the support and resources, including training, was provided to enable the Chief Executive & Town Clerk to deliver the Council's Strategic Objectives and Priorities.

7. Annual Leave and Working Hours Record April 2020 – March 2022

RESOLVED that in view of the special / confidential nature of the business to be transacted, the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Personal Information.*

The Committee received the annual leave taken and working hours undertaken by employee 102 between April 2020 and March 2022 (item 7 on the agenda).

RESOLVED

1. that the annual leave taken during 2020/2021 and 2021/2022 as set out in the item enclosed with the agenda be received and noted;
2. that the position with working hours between April 2020 and March 2022, as set out in the letter enclosed with the agenda be received and noted; and
3. that pre-Covid arrangements for authorisation of leave and working hours be restored.

Reasons for Decision

1. *Full details had been recorded at the time; however, due to Covid-19 restrictions these were not authorised at the time. Full details had been provided to the Committee.*
2. *Due to the Covid-19 incident and workload pressures, there were some gaps in the record. The Committee was satisfied that there had been attendance at work due to the evidence of work, which had been undertaken during the period.*
3. *To ensure the work life balance of the employee and to evidence compliance with working time regulations.*

The meeting closed at 7.25pm.

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

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- 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 issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

These minutes are a draft and are subject to consideration for approval at the next meeting.



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 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	BALANCE BROUGHT FORWARD	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	Total cash and short term investments	157,711.05
5,400,445.75	Total fixed assets and long term assets	5,429,227.79
1,061,861.96	Total borrowings	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

FOR ALL ENQUIRIES PLEASE EMAIL:
ENQUIRIES@BRAUNSTONETOWNCOUNCIL.ORG.UK OR
 CALL: 016 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).

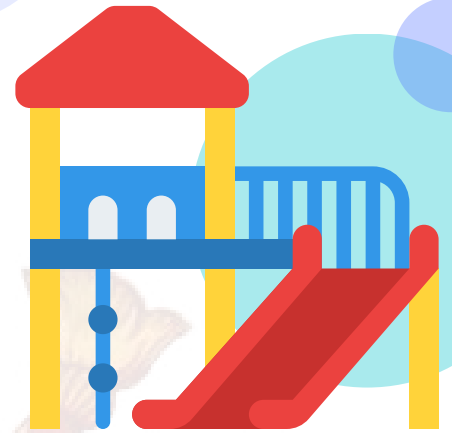


1. Protect and Enhance our Parks and Open Spaces

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.

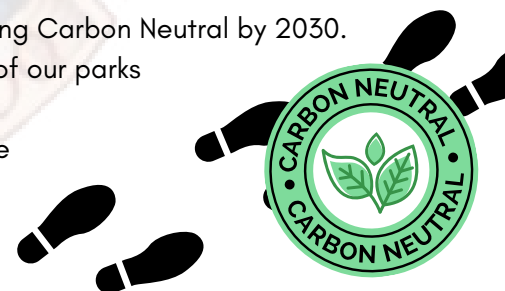


4. Respond to Climate Change and champion sustainable development

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

Serving the communities of Braunstone Town and Thorpe Astley

CAPITAL PLAN 2023/2024

The Council's Capital Projects have been identified through emerging priorities, surveys and consultation, the Citizens' Advisory Panel and the Council's Committees. Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with Capital Projects and updates the list according to funding and priorities. The Capital Plan forms the foundation of the strategic investment and improvement works undertaken by the Town Council in the year ahead. The Capital Plan proposals are considered and approved at Full Council in January when the budget and precept is set.

Priority Projects for 2023/2024

Parks and Open Spaces Projects 2023/2024		
Park	Project	Notes/Finance
Shakespeare Park	Additional balance in play area (2-5 or 5 – 12 age group)	Part of Shakespeare Park Improvement and Development Project. Cost: £57,231 <i>External Grants, Annual Capital Budget, Section 106 & Earmarked Reserves.</i>
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
	Safety Surface in play area	
Mossdale Meadows & Merrileys	Replace vehicle and pedestrian culvert bridges at Mossdale Meadows. <i>Existing culverts are not suitable for flow of water which causes flooding on the park on a regular basis</i>	Estimated: £150k <i>Borrowing</i>
Impey Close playground and Open Space	<ol style="list-style-type: none"> 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. <i>Rubber tiles damaged and in places missing. Surfaces damaged/vandalised and pathways eroded.</i>	Estimated: £50k <i>External Grants, Annual Capital Budget & Section 106</i>

Community Centres Projects 2023/2024		
Building	Project	Notes/Finance
Civic Centre	Civic Centre Roof Refurbishment; Council Chamber side. <i>The roof on the Council Chamber and Fosse Room is leaking and has received several patches. Advice is that the roof has passed its life expectancy and will need refurbishing in the short term.</i>	Fundamental to building integrity Estimated: £50k <i>External Grants, Annual Capital Budget & Reserves</i>
	Refurbish/Replace Fire Doors in Council Chamber, Fosse Room and Millfield Hall kitchen. <i>Doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	Estimated: £5k <i>Annual Capital Budget</i>
	Kitchens – replacement of Gas Cookers with Electric Cookers <i>CO2 monitor and annual inspection identifies them as not being to standard. When Gas safety due for renewal, advised likely to be condemned. Replacing with electric in context of solar PV installation will contribute towards carbon reduction.</i>	Estimated: £5k <i>Annual Capital and Maintenance Budgets</i>
	Millfield Hall and Council Chamber Floor stripping and revarnishing <i>Floors wearing and risk damage from use and liquid if not sealed and treated.</i>	Estimated: £5k <i>Maintenance Budget</i> See proposed replacement below (Medium to Long Term)
Thorpe Astley Community Centre	Install a hybrid air source heat pump. <i>To decarbonise Community Centre heating; 10% reduction of total Council emissions.</i>	Cost: £33k <i>External Grant & Borrowing (part)</i>

General Projects 2023/2024		
Project	Details	Notes/Finance
Installation of Solar Panels at both Community Centres	The Town Council has undertaken energy saving projects such as LED Lighting and installation of new heating and air conditioning systems. Shakespeare Park Pavilion will be built to current efficiency standards. The next stage for both reducing the impact on climate change and making savings is generation of some of the Council's electricity from renewable sources.	Scheduled to Complete May 2023 <i>External Grant & Borrowing (part)</i>

General Projects 2023/2024		
Project	Details	Notes/Finance
Installation of Electric Vehicle Charging points at community facilities	To provide fast charging for service users, hirers and staff who use an electric vehicle.	Scheduled to Complete May 2023 <i>Borrowing (part)</i>
Improvements to Cycle Lock-Up facilities at Community Centres	Cycle lock-up rails are available at both Centres and will be available at the new Shakespeare Pavilion. To encourage cycling and to ensure parked cycles are safe – consider covers, lock ups, better signage and CCTV coverage	Estimated: £5k <i>Maintenance Budget</i>

Short to Medium Term Projects (within the next 5 years)

Short to Medium Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
Mossdale Meadows & Merrileys	Replacement of Toddler swings (estimated end of life – medium risk)	Estimated: £10k <i>Annual Capital Budget</i>
	New Roof and Roof Insulation at Mossdale Depot and Sports Changing Rooms and installation of new electric heating and LED Lighting. <i>A Structural Survey has identified that the roof is deteriorating and isn't strong enough to hold solar panels (as recommended by the Carbon Audit). There is currently no central heating at the premises, with electric heaters for the staff room at the Depot. The building is not energy efficient and needs to be both in the short and long term to reduce carbon, energy use and costs.</i>	Estimated: £100k <i>External Grant, Annual Capital Budget & Section 106</i>
	Refurbishment of Changing Rooms and Sports facilities at Mossdale Pavilion. <i>The Changing Facilities and Social Facilities could make more effective use of the space and are in need of improvement and modernisation.</i>	

Short to Medium Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
Mossdale Meadows & Merrileys Continued	Improve drainage on Lubbesthorpe Bridleway at Mossdale Meadows <i>Length of concrete bridleway, which slopes down from Shakespeare Drive to Mossdale Meadows floods and produces a heavy amount of surface water run off during heavy and prolonged rain causing flooding around the depot and football pitches, as well as on the bridleway.</i>	Schedule once Cycle Route open and Culvert replaced. Estimated: £50k <i>Borrowing: Link to item "Replace vehicle and pedestrian culvert bridges at Mossdale Meadows".</i>
	Drainage work to the entrance of Mossdale Meadows car park to drain water from the car park into the brook. <i>The car park entrance was prone to frequent flooding which was raised during the Walking & Cycling route construction</i>	Estimated: £50k <i>Borrowing: Link to item "Replace vehicle and pedestrian culvert bridges at Mossdale Meadows".</i>
	Resurfacing of Mossdale Meadows car park with tarmac. <i>Currently the car park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain.</i>	Estimated: £50k <i>Borrowing: Link to item "Replace vehicle and pedestrian culvert bridges at Mossdale Meadows".</i>
Thorpe Astley Park	Refurbishment of Thorpe Astley Park Tennis Courts <i>Tap4tennis installed and income being generated. Perimeter fencing regularly vandalised and playing surface improvements would enhance the facility for users.</i>	Estimated £30k. <i>External Grant, Annual Capital Budget & Section 106</i>
Franklin Park	Widen and make improvements to path. <i>Path connects residential areas of the Town with local amenities and is well used. The path would benefit from being a shared use path to facilitate movements on foot and by cycling. The path was identified in the Blaby District Open Spaces Audit as substandard and in need of improvement.</i>	Once GCW Phase 2 Cycle Route open. Estimated £75k. <i>Explore external funding working with Walk & Ride Blaby.</i>

Short to Medium Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
All Play Areas	Rolling programme of identifying and replacing play equipment and installing mulch safety surfaces where these are near end of life. <i>Most of the Council's play equipment and safety surfaces are over 10 years old, a significant amount of equipment is over 20 years old. Overall many Play areas risk deterioration and maintenance costs increasing if equipment and safety surfaces are not replaced on a rolling basis.</i>	Prioritise according to ROSPA reports, funding streams and increases in maintenance costs. <i>Annual Budgets</i>
All Parks	Rolling programme of tree surveys and works <i>Currently maintenance budgets are stretched and tree maintenance and works is reactionary.</i>	Over a 5/6 year period undertake a rolling programme. <i>Annual Budgets</i>

Short to Medium Term Community Centres Projects		
Building	Project	Notes/Finance
Civic Centre	Civic Centre Ravenhurst Room & corridor – new floor <i>Consider replacing carpet with laminate floor or similar for multiple uses and users and for cleaning.</i>	Schedule following Building Improvements Estimated £5k <i>Annual Capital Budget</i>
	Replacement of Civic Centre Windows. <i>The windows are over 20 years old and do not meet modern insulation standards. Some are unsafe to open.</i>	Health & Safety Risk. Consider through next Carbon Audit Estimated: £50k <i>External Grant, Annual Capital Budget</i>
	Replacement of Civic Centre foyer skylight and corridor frame and windows. <i>Both the foyer skylight and the corridor and windows are over 25 years old and do not meet modern insulation standards.</i>	Consider through next Carbon Audit Estimated: £50k <i>External Grant, Annual Capital Budget</i>
	Civic Centre radiator replacement and review of location. <i>Some areas of the building are well provided for with radiators and are hot, while other areas of the building have limited radiators and are cold.</i>	Consider through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i>

Short to Medium Term Community Centres Projects		
Building	Project	Notes/Finance
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> • Heating/Air Conditioning • Mood Lighting <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	Consider once roof replaced and through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i>
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training.</i>	Estimated: £5k <i>Annual Capital Budget</i>
Thorpe Astley Community Centre	Thorpe Astley main hall Mood Lights. <i>To make the facilities attractive for function hire. Hirers of the Millfield Hall provide positive feedback on the mood lighting.</i>	Estimated: £5k <i>Annual Capital Budget</i>
Both Centres	Installation of hearing loop systems in main rooms at both Community Centres. <i>Item already included where refurbishment of specific rooms has been identified.</i>	Rolling Programme from 2023/24. <i>Annual Budgets</i>
	Installation of Sound systems in the Millfield Hall, Council Chamber and Thorpe Astley Main Hall. <i>To make the facilities attractive for hire. Some regular hirers have commented that provision of a sound system means there is less need to move equipment or need storage.</i>	Estimated: £6-9k <i>Annual Capital Budget</i>

Short to Medium Term General Projects		
Project	Details	Notes/Finance
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails and lighting along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is not well lit and considered steep potentially presenting difficulties for wheel chair users and those who are less able.</i>	Estimated: £80k <i>Annual Capital Budget & Reserves</i>

Short to Medium Term General Projects		
Project	Details	Notes/Finance
Gateway signage to the Town on the new road from Lubbesthorpe	The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and could explore incorporating speed reminders and/or safety messages.	Estimated: £3k <i>Annual Budgets</i>
Provide new, improved and enhanced notice boards at key locations	Over the past few years, many notice boards have fallen into disrepair and have been removed. Some existing notice boards are in need of refurbishment and replacement. Some notice boards are located where there isn't a high level of footfall, while some key locations do not have notice boards.	Rolling programme over 5 years. Focus on Notice Boards on Council land in 2022/2023 <i>Annual Budgets</i>
Improved Signage in and around Community Buildings	Signage outdated, not dementia friendly. Sometimes signage not relevant, sometimes doesn't sign/advertise new services. Creation of Corporate Image.	Schedule after Civic Centre improvements. External signs may need planning permission. Estimated: £3-5k. <i>Annual Capital Budget</i>

Medium to Long Term Projects (within the next 10 years)

Medium to Long Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
Franklin Park	Improvement items identified by the Franklin Park Working Group: creation of path in orchard (to enable access to lower part when the ground is water logged)	Estimated: £10k <i>External Grant & Annual Capital Budget</i>
Mossdale Meadows & Merrileys	Bridle path resurfacing (from Kingsway entrance through to Jelson owned land)	Estimated: £10k <i>External Grant & Annual Capital Budget</i>
	Possible resurfacing of footpaths	<i>External Grant & Annual Capital Budget</i>

Medium to Long Term Community Centres Projects		
Building	Project	Notes/Finance
Civic Centre	Council Chamber internal refurbishment: <ul style="list-style-type: none"> • Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources and roof replacement Estimated: £10k <i>Annual Capital Budget</i>
	Civic Centre Kitchens refurbishment <i>Kitchens approximately 40 years old. Poor quality by modern standards and require extra cleaning and maintenance</i>	Estimated: £30k <i>External Grant & Annual Capital Budget</i>
Civic Centre <i>Continued</i>	Millfield Hall and Council Chamber Floor replacement <i>Wooden floors 40 years old and maintenance costs are high. Need to replace with modern low maintenance flooring.</i>	Estimated: £50k <i>External Grant & Annual Capital Budget</i>
	Millfield Hall – Creation of small external storage area next to the Millfield Hall and kitchen for furniture. <i>Providing space for hirers. This can be accommodated by relocating the bin store since the mini-bus compound is no longer in use.</i>	Estimated: £10k <i>Annual Capital Budget</i>
	Refurbishment of Millfield Hall Stage Area. <i>Lighting Box, sound system and casing old and constantly needs adjusting, difficult for hirers to use. Stage lighting needs upgrading to LED – can't get replacement bulbs.</i>	Estimated: £30k <i>Annual Capital Budget</i>

*Adopted by Council 26th January 2023 (Minute Reference 6093).
Updated by Council 29th June 2023 (Minute Reference 6145).*