

BRAUNSTONE TOWN COUNCIL

MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 5th OCTOBER 2023 AT 7.30pm

PRESENT: Councillor Anthea Ambrose (Chair), Councillor Becca Lunn Scoppie (Vice-chair) and Councillors Nick Brown, Andy Evans, Richard Forrest, Paul Kennedy, Marion Waterton and Mark Widdop.

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

There were no members of the public present.

33. Apologies

Apologies for absence were received from Councillors Sevim Aslan, Alex DeWinter, Sam Fox-Kennedy and Christiane Startin-Lorent.

34. Disclosures of Interest

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

35. 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 present.

36. Minutes of the Meeting held 6th July 2023

The Minutes of the Meeting held on 6th July 2023 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 6th July 2023 be approved and signed by the Chairperson as a correct record.

37. Town Mayor's Report

The Committee received a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (Item 5 on the agenda).

It was noted that the Braunstone Life Quiz Night due to be held on Friday 6th October had been cancelled due to low tickets sales.

RESOLVED that the update on the Town Mayor's Engagements be noted.

Reason for Decision

To monitor and review the effectiveness of the Town Council's community engagement activities.

38. Community Safety and Neighbourhood Policing Update

Apologies had been received from the Police Beat Team as none of the team members were available to attend the meeting.

It was noted that a meeting had been held on 15th September 2023 with the Police, Chair of Community Development Committee, Chief Executive & Town Clerk and Deputy Chief Executive Officer & Community Services Manager to discuss current crime issues in Braunstone Town and Thorpe Astley. A report was enclosed (Item 6 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

To ensure that current community safety and policing updates were received.

39. Crime Statistics

The Committee received the latest crime statistics, including comparative figures (Item 7 on the agenda).

It was noted that figures for all crimes had shown a decrease compared to the previous year's figures.

It was suggested that the latest crime statistics be made available on the Town Council website and social media to reassure local residents that crime levels were relatively low in the Town and had decreased compared with the same time last year.

RESOLVED

1. that enquiries be made as to whether there had been any change to the methodology in recording crimes;
2. that the latest crime statistics be made available on the Town Council website and social media platforms; and
3. that the full list of recorded crimes in the Town be forwarded to members.

Reasons for Decision

1. *To ensure that the reduction in crime throughout Braunstone Town and Thorpe Astley was not a result of a change in the way the Police recorded crime statistics.*
2. *To reassure local residents of the actual level of crime taking place in the Town.*
3. *To ensure that members were fully aware of all the crimes recorded as taking place in Braunstone Town and Thorpe Astley.*

40. Speed Sign Data

The Committee received recent speed sign data for:

- a) Murby Way
- b) Turnbull Drive

(Item 8 on the agenda)

RESOLVED

1. that the speed activation signs be re-installed on Turnbull Drive and Murby Way; and
2. that the speed activation reports for Murby Way and Turnbull Drive be forwarded to the Police Beat Team.

Reasons for Decision

1. *To ensure that any concerns of speeding on roads within the Town would be monitored and data collected; and*
2. *To assist the Police with identifying where speeding was a concern in order to consider enforcements.*

41. Local Area Co-ordination

The Committee received a progress report concerning the priorities and achievements of the Local Area Co-ordination Project in Braunstone Town and Thorpe Astley (Item 9 on the agenda).

It was noted that Katie Barradell would shortly be leaving her role as the Local Area Co-ordinator for Braunstone Town and Thorpe Astley.

RESOLVED

1. that a letter of thanks be sent to Katie Barradell for her hard work on supporting the vulnerable residents of Braunstone Town and Thorpe Astley during her time as the Local Area Co-ordinator; and
2. that local services set up and supported by the Local Area Co-ordinator be supported during the transition and recruitment of a new Local Area Co-ordinator.

Reasons for Decision

- 1. To acknowledge the support given to local residents.*
- 2. To ensure that vital services continue to receive help and support in the interim period of recruitment for a new Local Area Co-ordinator.*

42. Library – Delivering Community Engagement and Social Inclusion Initiatives

The Committee considered the criteria and principles for using the Library space for community engagement and social inclusion activities while ensuring that the Library remained available for library users (Item 10 on the agenda).

RESOLVED

1. that the criteria, set out in Appendix 2, include an additional item that any new activities proposed for the library did not adversely impact on peak library use at school leaving time and early evening;
2. that the criteria for the Chief Executive & Town Clerk to determine all future applications for use of the library be relocated to the bottom of the Criteria and Guidelines document;
3. that the criteria for considering new activities and initiatives in the library as set out in Appendix 2, including the amendments noted above, be adopted; and
4. that delegated authority be given to the Chief Executive & Town Clerk to
 - a) approve an application form for new proposed activities and initiatives in the library to be completed by third party organisations; and
 - b) determine applications received in consultation with the Officer Management Team and Chair of Community Development Committee (including, where possible, the Library Consultation Group).

Reasons for Decision

- 1. To ensure that the library remains a suitable place for study and research for children and other users.*
- 2. To ensure all new activities and initiative proposals for the library would be considered against a formal criteria.*
- 3. To acknowledge this was a procedural guideline and not a criteria for activities.*
- 4. To ensure that full details of proposed activities be provided in order to ensure that the proposal matches the criteria for use of the library and to authorise applications avoiding any delay.*

43. Outside Body Report

The Committee noted that there was no further update on the activities at Braunstone West Social Centre.

RESOLVED that contact be made by telephone to ascertain the situation concerning attendance by the Council's representative at meetings.

Reason for Decision

To ensure that links could be maintained and the facility supported.

44. Arrangements for Commemorating 80th Anniversary of D-Day in June 2024

The Committee considered whether to hold a mini programme of events and a small grants scheme to help community groups organise events to commemorate the 80th Anniversary of D-Day in June 2024 (item 12 on the agenda).

RESOLVED

1. that adaption of existing lights in Memorial Garden be undertaken;
2. that Poppy seeds be sown in suitable locations to commemorate the Anniversary;
3. that plans for the commemoration be focused on the connection with Braunstone Town and Thorpe Astley with the 82nd Airbourne Division that was stationed on Braunstone Park and took part in the D-Day landing;
4. that local history and veterans' groups be contacted to invite them to work with the Town Council on commemorative ideas and activities;
5. that a mini programme of events, based on the same criteria as the main Programme of Events, be made available for local community groups to arrange suitable events;
6. that a budget £1000 be considered in the annual budget 2024/2025 for a small grant scheme to be made available for community groups to apply to for funding events; and
7. that a further report be submitted to the next meeting of the Community Development Committee to agree details of a potential programme and the support offered to the groups.

Reasons for Decisions

1. *To provide a suitable commemoration in lieu of lighting a beacon for the anniversary and for other appropriate events in the future.*
2. *To provide an ecological and long-lasting commemoration of the anniversary on the Council's Parks and Open Spaces and/or in other locations.*
3. *To acknowledge the importance and strong connection that Braunstone Town and Thorpe Astley had to the D-Day landing operation.*
4. *To utilise local experience and knowledge of historical events and enhance any proposals undertaken by the Town Council to commemorate the Anniversary.*
5. *To promote and support events organised by community groups to commemorate the Anniversary.*

6. *To provide financial support to community groups wishing to organise events.*
7. *To ensure that a co-ordinated and focussed programme of events are undertaken by the Council and the community.*

45. New Year's Eve Event Applications

The Committee determined whether free use of rooms should continue for community New Year's Eve events (Item 13 on the agenda).

RESOLVED

1. that the use of free rooms to local community groups for New Year's Eve events be offered on the same criteria as part of the Community Centres offers and booked on a first come first served basis, if the group and event met the criteria set out for use of free rooms for New Year's Eve events; and
2. that delegated authority be given to the Chief Executive & Town Clerk to determine the administrative and application of the criteria.

Reasons for Decision

1. *To ensure that the offer of the use of free rooms for New Year's Eve events for community group fundraising be available, if required.*
2. *To ensure that the process was integrated with the Community Centres booking procedures.*

46. Initial Arrangements for Summer Fete 2024

The Committee considered initial arrangements for the Summer Fete 2024.

RESOLVED that the Summer Fete 2024 held on Mossdale Meadows be arranged for Saturday 10th August 2024.

Reason for Decision

To ensure that arrangements for the Summer Fete to be made in a timely manner.

47. Grant Applications Procedure

The Committee considered updating the criteria for Community Grants and Individual Grants to enable the Committee to make informed and transparent decisions on all grant applications (Item 15 on the agenda).

RESOLVED

1. that the amendments to the Community Group and Individual community grant criteria as outlined in red on the attached Appendices, be approved subject to inclusion of Customer Services contact details; and

2. that any incomplete community grant applications or missing documentation be rejected if not received by the deadline date for each Committee meeting.

Reasons for Decision

1. *To ensure that only fully completed Community Grant and Individual Community grant applications would be submitted to Committee in order for informed and transparent decisions to be made on the applications.*
2. *To ensure that incomplete application forms were dealt with in a timely manner and remove potential burdensome responsibility on the Town Council for chasing incomplete applications. Community Groups and Individuals were ultimately responsible for ensuring that any application for a grant was complete.*

48. Summary of Grant Applications

The Committee received a list of grants paid to date and applied for from external sources, along with acknowledgements for Town Council Grants (Item 16 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

To monitor progress with supporting community groups with identifying sources of funding and with the award of grants under the Council's Community Grants scheme.

49. Community Grant Applications

The Committee considered Community Grant Applications which had been received (Item 17 on the agenda).

RESOLVED that the following grant application be approved

- | | |
|-----------------|------|
| a) Swagat Group | £300 |
|-----------------|------|

Reason for Decision

The grant application met the scheme criteria

50. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2023 to 26th September 2023 (Item 18 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues identified with income and expenditure to date.

51. Approval of Accounts

The Committee considered payments from 28th June 2023 until 26th September 2023 (Item 19 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions, for the periods 28th June 2023 until 26th September 2023, be approved.

Reason for Decision

To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.

The Meeting closed at 9.00pm

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 7th December 2023.

SIGNED:

DATE: