

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 9th MARCH 2023 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), and Councillors Anthea Ambrose, Shabbir Aslam, Sam Fox-Kennedy (substituting for Councillor Amanda Hack), Paul Kennedy (substituting for Councillor Sam Maxwell), Tracey Shepherd and Robert Waterton.

Officers in Attendance: Darren Tilley, Chief Executive & Town Clerk.

Councillor Christiane Startin-Lorent observed the meeting remotely through Zoom Video Conferencing.

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

80. Apologies

Apologies for absence were received from Councillors Amanda Hack, Sohan Johal, Leanne Lee and Sam Maxwell.

81. Disclosures of Interest

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

82. 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.

83. Minutes

The Minutes of the meeting held on 12th January 2023 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 12th January 2023 be approved and signed by the Chairperson as a correct record.

84. Civic Centre Facilities Improvements

The Committee received an update on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café Kitchen (item 5 on the agenda).

RESOLVED

1. that the progress and Next Stages of the refurbishment, as detailed in the relevant section of the report, be received and noted;
2. that the Modifications, as detailed in the relevant section of the report, be endorsed; and
3. that delegated authority be given to the Chief Executive & Town Clerk to liaise with the contractor to make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations.

Reasons for Decision

1. *The works were progressing, with building work due to be complete by Easter and specialist fittings to be installed by the end of April/beginning of May.*
2. *Structural Assessments of the joist strength meant that the alternative solution to rainwater harvesting could not be financed by this project; however, the option to retrofit would be provided. Minor changes to the Changing Places specification had been made to keep costs within budget; however, these were not considered to have a detrimental impact.*
3. *To allow for practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*

85. Improvements to Walking and Cycling Routes

The Committee received an update on the delivery of proposals for improvements to the connections between walking and cycling routes (item 6 on the agenda).

The Chief Executive & Town Clerk updated the Committee as follows:

- a) work at Mossdale Meadows was progressing with the contractor commencing work on the section of pathway adjacent to the play area; and
- b) Meridian Leisure was due to commence work on site on 24th April 2023.

RESOLVED

1. that progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed; and

2. that delegated authority be given to the Chief Executive & Town Clerk to approve any minor modifications to the design and layout for Mossdale Meadows for practical reasons, which would not impact on the essential elements of the improvement works.

Reasons for Decision

1. *The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.*
2. *To enable modifications to be made to deliver the scheme at Mossdale Meadows avoiding delays to the timescales.*

86. Shakespeare Park – Improvement and Development

The Committee received an update on project timescales and financing for phase 3 to improve the play facilities; along with an update on arrangements for future management of the pavilion and site (item 7 on the agenda).

RESOLVED

1. that progress with *Phase 3 – Playground Improvements*, including the funding update, as set out in the relevant section of the report and in Table 1, be noted;
2. that Policy & Resources Committee, scheduled for 27th April 2023, determine where the remaining balance of the earmarked reserves for phases 1 and 2 of the Shakespeare Park Improvement Project, be utilised;
3. that progress with the *Future Management Arrangements*, as set out in the relevant section of the report, be noted and endorsed; and
4. that the revised timescales for the remaining stages of the project, attached at Appendix 1, be approved; subject to closure of the play area being avoided during the school summer holidays.

Reasons for Decision

1. *To progress plans to improve play facilities in a Ward which had high rankings of multiple deprivation across a range of domains.*
2. *To note that the first and second phases of the project had been delivered efficiently and effectively and to schedule determination of how the remaining earmarked reserves would be spent once the funding position for Phase 3 was known.*
3. *To ensure that the Pavilion facility would be operated in the interests of the community and provide for an increase in sport participation.*
4. *To provide a guide for the progression of the remaining stages of the project, which could be amended accordingly as appropriate. It was noted that the Playground improvements could take around 4 to 6 weeks and it was important to avoid the closure period for the works wholly coinciding with the school summer holiday period.*

87. Revision to Library Opening Hours

The Committee considered proposals to slightly amend the Library Opening Times (item 8 on the agenda).

A summary of the consultation results regarding the proposed change of hours was circulated (filed with these minutes).

RESOLVED

1. that the opening hours for the Braunstone Town Community Library be amended to close at 6pm on Monday evenings and remain open until 1pm on Wednesday lunchtime;
2. that delegated authority be given to the Chief Executive & Town Clerk to determine the implementation date for the revised opening hours (set out in 1 above); and
3. that the revised Library opening hours be reviewed six months after implementation.

Reasons for Decision

1. *To take into account that very few users came to the library after 6pm on Monday evenings but the library was very busy with the Coffee Morning on Wednesday mornings.*
2. *To enable the proposed changes to be considered and approved by Leicestershire County Council and for sufficient notice to be given to customers and users.*
3. *To review the position and receive feedback from customers and users on whether the opening times met their needs.*

88. Pitch Allocations 2023/2024

The Committee considered pitch capacity and set the fees and process for allocations for the 2023/2024 season (item 9 on the agenda).

RESOLVED

1. that one Senior pitch at Mossdale Meadows be designated a large junior pitch to accommodate the older junior teams;
2. that the pitch type and capacity as set out in Table 1 of the Pitch Capacity section of the report be approved;
3. that the pitch fees be confirmed and the availability of pitches be advertised, as set out at Appendix 1, with a closing date for applications on Monday 17th April 2023; and
4. that delegated authority be given to the Chief Executive & Town Clerk to extend the bespoke interim arrangements in respect of Bowls and Football pitches at Shakespeare Park, should this be required prior to the 10 year pitch licences being finalised and issued.

Reasons for Decision

1. *To ensure that suitable pitches would be available for all junior age teams.*
2. *To ensure a balance between quality of playing surface, the needs of local clubs for provision and the needs of park users.*
3. *To allow suitable time for applications while acknowledging clubs need the certainty by April of a home playing ground in order to participate in the league.*
4. *To ensure that arrangements remain in place for Shakespeare Park Bowls Club and Braunstone Athletic Football Club in respect of their usage of Shakespeare Park while arrangements were finalised for a longer term 10 year agreement alongside the establishment of the Management Association for the new Sports Pavilion.*

89. Open Spaces & Parks Winter Works Programme – Progress Report

The Committee received a progress report on the Winter Works Programme for 2022/2023 (item 10 on the agenda).

RESOLVED that the progress of the Winter Works Programme 2022/2023 be received and noted.

Reasons for Decision

To ensure that the winter works tasks were on schedule to be completed before the end of the winter works period.

90. Pitches Policy & Procedure

The Committee considered, following consultation, a revised and updated Pitches Policy & Procedure for adoption (item 11 on the agenda).

RESOLVED that the revised Pitches Policy & Procedure, including the Football Pitches Terms & Conditions, attached at Annex 1 of the report, be approved and implemented with immediate effect and apply to the forthcoming season.

Reason for Decision

To set out the relationship between Pitch provision and the provision of Open Spaces and Parks in the Town.

91. Sustainable Procurement Objectives

The Committee considered a Statement of Sustainable Procurement Objectives and a plan for its implementation (item 12 on the agenda).

RESOLVED

1. that the Sustainable Procurement Objectives, attached at Appendix 2 of the report, be approved; subject to the last sentence of the penultimate paragraph reading *“The Council will select suppliers based on the information available, this will be proportionate to the size and scale of the contract”*; and
2. that the Sustainable Procurement Objectives be implemented as set out in the *Timescales and Implementation* section of the report.

Reasons for Decision

1. *To provide a reference for procurement and purchasing so that the no occasion would be missed to guide procurement expenditures towards efficient low-carbon choices in products, services and public works.*
2. *To allow industry standards and practices to develop, to enable effective judgement and implementation of the objectives by the Council, and to give suppliers notice.*

92. Policy Reviews

The Committee considered revisions to the schedule of Policy Reviews (item 13 on the agenda).

RESOLVED

1. that the *Proposed Schedule of Policy Reviews*, as set out in the report, be approved; and
2. that the Council's Policies be reviewed at least on a 4 year cycle or sooner if required by legislative changes.

Reasons for Decision

1. *To ensure policy reviews would be carried out in a timely fashion while not hindering the delivery of the Council's projects and services.*
2. *To provide for review if required by legislative changes and ensure that policies would be reviewed in a Council Term.*

93. NJC Pay Agreement 2022/2023 – additional Annual Leave

The Committee considered whether to adopt an additional day paid annual leave from 1st April 2023 as part of the NJC Pay Agreement (item 14 on the agenda).

RESOLVED that the first sentence of the first paragraph of Section 11, Holiday Entitlement, of Braunstone Town Council's Employment Contract be amended on 1st April 2023 to read *“Full time staff are entitled to 25 days paid leave per annum, increasing to 30 days after five years continuous employment, plus 8 Bank Holidays (Spring Bank Holiday, Good Friday, Easter*

Monday, May Day, August Bank Holiday, Christmas Day, Boxing Day and New Year's Day)".

Reason for Decision

To apply the NJC pay agreement for 2022/2023 in full to employees of Braunstone Town Council; given the local government employers and trade unions agreed the additional day of annual leave as part of the overall settlement.

94. Outside Bodies Report

The Committee received reports and feedback from recent meetings of Outside Bodies as follows:

- a) Leicestershire & Rutland Association of Local Councils (item 15a on the agenda); and
- b) Blaby District Parish Councils Group and Blaby District Parish Liaison (circulated as item 15b and filed with these minutes).

RESOLVED that the reports of and to recent meetings of Outside Bodies (detailed at items 15a and 15b circulated and filed with these minutes) be received and noted.

Reason for Decision

To keep up to date with the discussions and work of LRALC and the local liaison groups and to provide an opportunity to raise any relevant issues.

95. End of Quarter Financial Position – Cashbook and Reserves

The Committee received a summary of the Council's Cash and Reserves for the period 1st April 2022 to 31st December 2022 (item 16 on the agenda).

RESOLVED that the end of quarter financial position be noted.

Reason for Decision

There were no issues of concern with management of the Council's Finances.

96. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2022 to 31st January 2023 (item 17 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues of concern with income and expenditure against the budget for 2022/2023.

97. Approval of Accounts

The Committee considered payments from 1st January 2023 until 28th February 2023 (item 18 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 1st January 2023 until 28th February 2023 be approved.

Reason for Decision

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

98. Procurement of Items identified in the Climate Audit

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

The Committee received an update on the procurement process and financing for the installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (item 19 on the agenda).

The Chief Executive & Town Clerk updated the Committee as follows:

- a) The Structural Engineer's report had been received and both the preferred and second place suppliers' proposals for the installation of Solar PV Panels had been assessed. The report concluded that the roof structures were suitable; however, the load of the panels should be transferred to the structure (i.e. beams, trusses and purlins) and sealed rather than fixing to the roof cladding, which would not be suitable.
- b) The highest ranked contractor for the installation of Electric Vehicle Charging Points had confirmed that the charging power of the units was 22kw.
- c) The Council had not been successful with its grant application to the Public Sector Decarbonisation Scheme. The scheme had been oversubscribed and applications submitted ahead of the Councils had been awarded the available funding. A technical assessment of the Council's application would still be undertaken and feedback given in order to assist the Council with future applications and to provide data to Government policy makers on the potential decarbonisation required within the public sector.

RESOLVED

1. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to:
 - (a) further examine the provisionally selected tenders, including clarification and obtaining omitted/missing information and

- reassessing the tenders where appropriate,
 - (b) select a preferred contractor for the installation of *Solar PV Panels and associated Battery Storage* and for the installation of *Electric Vehicle Charging points*,
 - (c) determine the detailed arrangements, timings and work schedules,
 - (d) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations, and
 - (e) award contracts and commission works; and
2. that the *Next Steps and Timescales*, as set out in the report, and at Appendix 2, be approved.

Reasons for Decision

1. *To ensure that tenders were properly assessed in order to determine which offered the best value in terms of cost/savings/income, quality, deliverability and achievement of the Council's Carbon reduction commitment. To allow detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*
2. *To provide an outline plan for the procurement and assessment process and for delivering the installations.*

99. Shakespeare Park – Proposed Management and Pitch Arrangements

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

The Committee considered updated legal agreements for the Management Association to run the Sports Pavilion and licence agreements for the Shakespeare Park sports pitches (item 20 on the agenda).

RESOLVED

1. that the draft Licence agreement between the Council and the Shakespeare Park Sports Pavilion Management Association, attached at Appendix 1 of the report, be endorsed;
2. that the draft Pitch Licence for the Bowling Green at Shakespeare Park, attached at Appendix 2 of the report, be endorsed;
3. that the draft Pitch Licence for the Football Pitches at Shakespeare Park, attached at Appendix 3 of the report, be endorsed;
4. that, in respect of recommendations 1, 2 and 3 above, further legal and VAT advice be sought and consultation and engagement take place with the members of the informal Management Committee, Shakespeare Park Bowls Club and Braunstone Athletic Football Club, to progress;
5. that the draft Association Constitution for the Shakespeare Park Sports Pavilion Management Association, attached at Appendix 4 of the report, be supported;

6. that the Next Steps, as set out in the report, be endorsed; and
7. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the members of the Shakespeare Park Improvement Project Sub-Committee:
 - (a) to make modifications to the draft documents approved in 1, 2 and 3 above following consultation, legal and VAT advice;
 - (b) to make amendments to the draft Association Constitution approved in 5 above following consultation responses from the members of the Informal Management Committee, from Braunstone Athletic Football Club and from Shakespeare Park Bowls Club;
 - (c) to finalise the licences and Association Constitution and approve them; and
 - (d) issue the approved licences for agreement by the relevant organisation.

Reasons for Decision

1. *To ensure that the long term management arrangements of the Pavilion would be sustainable and that there would be certainty of longer term tenure in order to expand sporting and community provision and maximise revenue opportunities.*
2. *To provide certainty of longer term tenure to the Shakespeare Park Bowls Club recognising its legal status as an association, in order to assist it with expanding sporting provision.*
3. *To provide certainty of longer term tenure to Braunstone Athletic Football Club recognising its legal status as an association, in order to assist it with expanding sporting provision.*
4. *To enable detailed legal work to be undertaken and to enable input from the Sports Clubs.*
5. *To ensure that the Management Association was properly established and responsibilities and necessary processes were clearly set out.*
6. *To set an outline plan of the stages in order to focus on delivering the proposals.*
7. *To enable detailed arrangements to be put in place to progress the proposals as well as manage the facility; and for practical and detailed modifications to be made to the final legal documents where necessary.*

100. Mosssdale Meadows Culvert

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

The Committee received tenders, financing options, and next steps for rebuilding Mosssdale Meadows Culvert (item 21 on the agenda).

RESOLVED

1. that contractors 1 and 3, who submitted a tender for the works on the culvert and vehicular bridge over Lubbesthorpe Brook at Mosssdale

- Meadows be shortlisted;
2. that contractors 2 and 4, who submitted a tender for the works on the culvert and vehicular bridge over Lubbesthorpe Brook at Mosssdale Meadows and who had also submitted tenders for the larger scheme previously proposed, be rejected;
 3. that the two contractors (1 and 3) shortlisted in 1 above, who had not submitted tenders for the original proposal be contacted to ascertain if they would be interested in providing a quotation to undertake works on the bank as well as culvert and bridge at Lubbesthorpe Brook, Mosssdale Meadows; and
 4. that any new quotations received for the larger scheme works be considered at the next meeting of the Committee in April 2023.

Reasons for Decision

1. *The tenders received represented good value for the proposed works.*
2. *These contractors submitted the highest tender amounts in both the current and previous tender rounds.*
3. *To receive quotations for the proposals for Mosssdale Meadows culvert, vehicular bridge and bank works from the two contractors who did not apply in the first tender round, in order to assess and compare these against the Council's financial options.*
4. *To ensure that the work could commence and be completed before the Autumn/Winter 2023.*

The meeting closed at 9.15pm.

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

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 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 scheduled on 27th April 2023.

SIGNED:

DATED: