



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

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Braunstone Town

“Citizens Advisory Panel”

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

16th November 2022

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, 24th November 2022** 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/81864432920?pwd=Tk9qS2x4Z0ttVDliaGhRTHRiVk1pdz09>

Meeting ID: 818 6443 2920

Passcode: 244426

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 26th May 2022 to be signed by the Chairperson (**Enclosed**).

4. **Priorities, Projects and Financial Planning**

To receive the Council's medium term strategy along with the current priorities, objectives and capital plan. To determine whether they were relevant to address current and emerging issues faced by the Council and the community. To consider and comment upon progress during the current year and consider and identify any new issues and projects for 2023/2024 and beyond for recommendation to Policy & Resources (**Enclosed**).

5. **Queen's Green Canopy**

To consider proposals and suitable locations in Braunstone Town and Thorpe Astley for the planting of new trees as part of the Queen's Green Canopy (**Enclosed**).

6. **Carbon Reduction Initiatives**

To receive and comment on proposals for the installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump at the Council's Community Facilities (**Enclosed**).

7. **Mossdale Meadows Culvert**

To consider and comment on proposals to replace the culvert and bridge over Lubbesthorpe Brook at Mossdale Meadows (**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 CITIZEN'S ADVISORY PANEL
THURSDAY 26TH MAY 2022

PRESENT: Councillor Leanne Lee (Vice Chair in the Chair) and Councillors Parminder Basra and Darshan Singh and local residents John Dodd and Jeanette Essex.

Officers in Attendance: Darren Tilley, Chief Executive & Town Clerk and Scarlett Myers, Communications and Events Officer.

1. Apologies

No apologies for absence were received.

2. Disclosures of Interest

There were no disclosures of interest.

3. Minutes of Meeting

The Panel received the Minutes of the meeting held 3rd March 2022 in order to confirm their accuracy and be signed by the Chairperson (item 3 on the agenda).

AGREED that the minutes of the meeting held on the 3rd March 2022 be approved and signed by the Chairperson.

4. Panel Work Programme for 2022/2023

The Panel received a copy of the Town Council's Annual Report for 2021/2022 in order to consider priorities for the Panel's work during 2022/2023 (item 4 on the agenda). The report contains the Council's achievements during the 2021-2022 period and sets out the strategic aims and delivery objectives for the coming year.

Comments received by attendees at the meeting included where the report was housed, it was advised that the Report could be found online via the website or obtained from Reception.

Members also queried what was to be done with/at Mosssdale Meadows within the enhancement of our Parks and Open Spaces objective (Objective 1 – Strategic Aims and Delivery Objectives 2022/2023, Annual Report 2022). Discussion led to the buildings within the park and their lifespan. The Chief Executive & Town Clerk updated the meeting in regard to work that would be done within the Open space.

Additionally, as a part of the Climate Change and Environmental Strategy the Council were looking into Solar Panels on all of the buildings as a way to be more energy efficient. However, the roof at Mosssdale was not suitable currently so the Council would need to look into this. It was also added that there plans to improve the changing rooms at the park.

Furthermore, the paths within the park were raised as an issue and something to think about for the future. The new Cycle Path project was then the topic of discussion in response to this point. Members were advised that the proposed Cycle pathway would connect Lubbethorpe through to Leicester and would include pathways through Mossdale Meadows and Braunstone.

The discussion then led on to the Civic Centre's facilities and accessibility within the Centre. A concern was raised that an improved hearing loop system was needed within the centre. The members of the meeting were then advised that there was a hearing loop available. However, after further discussion the equipment and its capabilities came into question. The Chief Executive & Town Clerk advised that the Capital Plan contained an item to upgrade the audio equipment. Members asked the Council to investigate the possibility of a Hearing Loop in the Council Chamber.

5. Braunstone Town Council Surveys

The Panel considered a programme of surveys (item 5 on the agenda). The Panel were updated and informed on the surveys the Council had undertaken within the last year. This included the User Survey (Centre's), Thorpe Astley Community Centre Survey, Library User Survey, Proposed Environment & Biodiversity Strategy Consultation and Proposed Extension to Conservation Area survey.

Members questioned where certain surveys could be found and how they were distributed to the local residents. An update was given as to where the links and information to and on the online surveys would be located. The surveys were always shared online via the website, these could be found by going to the Consultation Page, additionally the Surveys were often mentioned in the Braunstone Life (if they were not included) and repeatedly shared via the Council's social media channels. Surveys could also be accessed via the Civic Centre Reception.

Councillors advised that they were happy with the distribution of the Surveys and where they could be found.

The Centre's User Survey was brought into question as members queried whether the document was sent to all hirers. It was noted that the survey should go out to all hirers, this matter would be looked into further to ensure the correct procedure was being followed.

6. Draft Climate Change & Environmental Action Plan

The Panel considered a proposed annual action plan to deliver the Climate Change and Environmental Strategy's Objectives (item 6 on the agenda).

During the meeting members discussed the Supporting the Local Community section of the Strategy. Members raised ideas in line with the following objectives:
(f) support and promote efforts by the principal councils for the town to reduce its waste and recycle more; and

- (g) provide opportunities for residents to recycle more of their waste when visiting the Town's parks & open spaces and community facilities and work with the District Council to increase provision across Town.

Suggestions were given for returning and recycling medicine packets with the community as the aluminum within them was salvageable and ideas such as, Swap Meet/Swap Shop.

The Council also heard from residents who were interested in developing and protecting the Wildlife spaces around the Town. It was put forward to the meeting that an Audit of the Wildlife Corridor all the way through Mossdale would be useful and good for the community. It was also suggested that if an Audit was to go ahead a map of the Wildlife Corridor would be appreciated by the community to define the area.

During the meeting, local residents suggested it would be nice for Bird Boxes to go on the newly planted trees to brighten up the community. Members suggested having children from the area paint the boxes as an activity. It was concluded that the Council could potentially look into this further.

On page 7 of the 'Extract from Climate Change & Environment Strategy' it was noted and queried that an action to be delivered was to install a hybrid air source heat pump at Thorpe Astley Community Centre. The Chief Executive & Town Clerk responded by explaining that the pump was recommended during the Carbon Audit that was carried out, however, everything would be checked again before a contractor is hired.

AGREED that the following be recommended to Policy & Resources Committee for inclusion in the Climate Change & Environmental Action Plan:

- a) provide for returning and recycling medicine packets with the community as the aluminum within them was salvageable and ideas such as, Swap Meet/Swap Shop;
- b) an Audit of Wildlife Corridors with a map of the Wildlife Corridor in order for the areas to be defined for the community; and
- c) install Bird Boxes on newly planted trees to brighten up the community; Children from the area could paint the boxes as an activity.

The meeting closed at 8:20pm.

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;*
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- 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 1st September 2022.

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 24TH NOVEMBER 2022

Item 4 – Medium Term Priorities and Financial Planning

Purpose

To set out the context for the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategy.

Background

Braunstone Town Council first considered and published its Medium to Long Term Priorities and Financial Planning assessment in 2014, since then it has been revised at least on an annual basis in order that changed circumstances and revised predictions can be incorporated.

By 2018, the economic and political climate made it difficult to predict the medium term and therefore the exercise in predicting the long term was merely projecting over ten years the impact of existing and known pressures and this has limited value. Therefore, on 25th January 2018, the Council agreed *“that the Priorities and Financial Planning process be revised to medium term, updated at least on an annual basis, and covering a rolling 5 year period”*.

By identifying medium term priorities and financial planning, the Council aims to safeguard the delivery of important local services whilst ensuring appropriate future investment in the Town's services and infrastructure.

Global Economic Context

On 6th October 2022, the International Monetary Fund (IMF) published its World Economic Outlook Report, which lowered its global growth forecast for 2023. The IMF forecast cited the war in Ukraine, rising prices worldwide and economic shocks caused by the Covid pandemic as the primary reasons. As a result global growth forecasts were downgraded from 3.2% in 2022 to 2.7% in 2023; the lowest growth forecast for the year ahead since 2001.

The IMF added that one-third of the global economy will be in recession by 2023 and added that “the worst is yet to come” and next year may feel like a recession.

The dollar's strength is not only weakening the value of Sterling and the Euro but it is weakening the currencies of developing nations. This is worrying the World Bank because it's increasing the size of their debts.

Global inflation is forecast to rise from 4.7% in 2021 to 8.8% in 2022 and then decline to 6.5% in 2023 and 4.1% by 2024.

UK Economic and Political Context

The UK economy recovered from the COVID-19 shock thanks to emergency support measures protecting jobs and incomes and a rapid vaccine rollout, but is slowing amid rising costs, particularly in energy and fuel, persisting supply shortages and political and fiscal uncertainty.

On 7th July 2022, Prime Minister Boris Johnson announced his resignation. Liz Truss was appointed as his successor on 6th September and with her a change in the Government's fiscal approach.

On 8th September, plans to cap the price of household energy bills for two years was announced, on 21st September a scheme that would freeze wholesale gas and electricity prices for businesses for six months was announced. The following day, the Chancellor, Kwasi Kwarteng, stated that the 1.25% rise in National Insurance contributions would be reversed from 6th November and the plans to introduce the Health and Social Care Levy from April 2023 would also be scrapped. The Bank of England also increased the UK interest rate by 1.75% to 2.25%.

The Chancellor announced "a growth plan" on 23rd September 2022, which included the abolition of the 45% additional income tax rate and a 1p reduction in the basic income tax rate from 6th April 2023. The announcements were not accompanied by an Office for Budget Responsibility (OBR) assessment.

The following day saw a sharp fall in the value of sterling against the dollar as world markets reacted negatively to the increased government borrowing required to finance the additional spending and proposed tax cuts. As a result the cost of government borrowing jumped impacting on mortgage rates resulting in some mortgage products being withdrawn. The mini-budget drew widespread criticism from economists, some of whom feared its reliance on increased government borrowing to pay for capping energy prices while introducing the largest tax cuts in 50 years could lead to a situation like the 1976 sterling crisis when the UK was forced to ask the IMF for a financial bailout. The IMF took the unusual step of issuing an openly critical response to the Government's plans and it urged the Government to re-evaluate the proposed tax cuts.

On 14th October, the Chancellor was fired and Jeremy Hunt appointed as the third Chancellor of the Exchequer this year. Subsequently, he announced that almost all of the tax changes announced in the "Growth Plan" would be "delayed indefinitely". The Treasury announced that the Government's Medium-term Fiscal Plan would be published on Monday 31st October and the Chancellor has warned that the Government faces financial decisions of "eye-watering difficulty", including cuts to public spending, as part of government plans to reduce debt.

On 20th October, Liz Truss resigned as Prime Minister and Rishi Sunak became the third Prime Minister of the year on 25th October 2022.

Subsequently, the treasury announced that the Medium-term Fiscal Plan setting out

further changes in the Government's tax and spending plans will take place on 17th November 2022 and will be accompanied by an Office for Budget Responsibility (OBR) report.

Given the above, the forecast in the most recent OBR *Economic and fiscal outlook* published in March 2021 would not add any value to the Council's financial planning.

Any significant announcements will be report to Council on 17th November 2022. Otherwise, the OBR's forecasts will be considered as part of the Council's budget recommendations in January 2023.

The Consumer Prices Index (CPI) rose by 10.1% in the 12 months to September 2022, up from 9.9% in August and returning to July's recent high. Rising food prices made the largest upward contribution to the change in annual inflation rates between August and September 2022.

On 3rd November, the Monetary Policy Committee increased interest rates by 0.75% to 3%, the biggest increase in 27 years, in an attempt to curb inflation. The Bank of England predicts that inflation will stay above 10% for a few months, before starting to fall. However, neither the Bank of England nor the OBR have published predictions for the rate of CPI into 2023.

The current uncertainty and recent events is likely to continue to have a knock-on effect on the extra costs facing Councils in 2023 and beyond.

Rolling Five Year Budget Plan

Attached as Appendix 1 are the financial projections for the period until 2027/2028, which is based on the following assumptions:

- pension scheme costs, taking into account the 2020 valuation with a 4% pay increase this year;
- additional staffing costs as a result of the NJC scale point review and ensuring the Council pays the foundation living wage, predicted to be 20% over the next 5 years;
- 10% inflation on operational costs during 2023/24;
- that proposals for a Health and Social Care Levy from April 2023, with an employer contribution of 1.25%, will be abolished;
- savings from existing loans which mature during the period;
- predicted savings/additional income of £32,043 from 2023 as a result of carbon reduction measures (installation of Solar PV Panels and an Air Source Heat Pump); and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The projections make use of the contingency and annual Capitals Projects budget in the short term to offset larger percentage increases in the precept in the forthcoming financial years when the costs identified above need to be met.

These projections, using current tax base information, result in a 5.80% increase on

the precept for 2023/24, £8.54 on a band D property and £6.64 on a typical band B property.

Town Council Business Plan

The Council's Mission Statement sets out the Council's vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available. In addition to the Mission Statement, the Council identifies key priorities and service objectives. These form the Council's Business Plan for the year and are reviewed on an annual basis.

To focus the Council's resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects, given the limits on resources; Policy & Resources Committee 13th January 2022 and Council on 27th January 2022, agreed that the Town Council Priorities be consolidated into four medium term Strategic Aims, supported by annual delivery objectives.

A copy of the 2022/2023 Business Plan, including the Mission Statement, Strategic Aims and Delivery Objectives, and key objectives relating to its Committees and Service Areas, is attached at Appendix 2.

Capital Programme

The Council is responsible for a significant amount of physical assets and to assist with longer term financial planning, the Council approves, in consultation with the Citizens' Advisory Panel, a list of Capital Projects, which includes identified long term improvements to parks and open spaces. The Capital Plan approved with the 2022/2023 budget in January 2022 is attached as Appendix 3. The Plan identifies projects, which the Town Council will need to deliver to both ensure the long term sustainability and efficiency of its services as well as responding to Climate Change.

The Capital Plan is a rolling document, which is reviewed annually alongside the budget and identifies priority projects. Phases 1 and 2a of the major capital project to improve and redevelop the facilities at Shakespeare Park is complete with completion of the new Pavilion building and refurbishment of the tennis courts. Phase 2b to improve the playground is outstanding. Also included is refurbishment of the toilet facilities at Braunstone Civic Centre, alongside consideration to adapting the bar facilities to expand business and income potential by enabling the bar to operate a café service during the daytime in the week. Council on 6th October agreed a revised forecast and to borrow to finance the delivery of this project. In the next 12 to 18 months priority projects include climate initiatives to install solar PV panels, an air source heat pump and electric vehicle charging points.

Investment in the Council's infrastructure, measures to reduce the Council's Carbon footprint and in improvements to biodiversity and Council services will continue to present pressures over the forthcoming years and the Council needs to make financial provision for replenishing its reserves and financing public works loans in order to deliver its Capital Programme. The current position with the reserves is attached at Appendix 4.

Financial Strategy

Since 2014, the Town Council has adopted the following financial strategy:

- balancing of annual operational income with annual operational expenditure;
- continued monitoring of the level of reserves and assessment of future investment needs;
- regular monitoring of reserves and general fund expenditure with proposed actions to address any issues prior to it becoming structural;
- forecast future year's expenditure on previous actual income and expenditure; and
- yearly assessment of the financial constraints.

Treasury Management and Investment Strategy

Treasury management is the management of the Council's cash flows, borrowing and investments, and the associated risks.

When Braunstone Town Council borrows money it does so only for projects identified in the Capital Plan and uses the UK Debt Management Office Public Works Loan Scheme, which provides funds for capital projects with fixed interest and capital repayments for the term of the loan. The Council provides for financing the capital and interest repayments on such loans through this annual Medium Term Priorities and Financial Planning process.

Braunstone Town Council deposits its funds in UK Bank Accounts only. While the sums held in some bank accounts significantly exceeds the limit of protection (£85,000) afforded by the Financial Services Compensation Scheme; the risk of losing large sums of money is considered low given during the financial crises of 2008 the UK Government took steps to prevent UK Banks at risk from collapsing.

The Town Council will consider this risk level when reviewing Corporate Risks as part of the Annual Governance Review and will identify any mitigating actions necessary.

Reserves Strategy

Braunstone Town Council will only maintain reserves for the following reasons:

- a capital receipt from the sale of land or assets to be invested in capital projects identified in the Capital Plan;
- commuted sums for the transfer of Public Open Spaces to offset significant one-off increases in precept and/or to invest in capital projects identified in the Capital Plan;
- grants and/or loans received for delivering capital projects identified in the Capital Plan;
- earmarked funds to meet the Council's Medium Term Financial Forecasts or for unexpected capital expenditure or emergencies;
- earmarked funds received which are designated for a specific purpose, e.g. donations to the Town Mayor's Charity;

- a sum approximately equal to 3-6 months of Net Revenue Expenditure will be maintained as the General (non-earmarked) Reserve, in accordance with good practice; and
- other reserves which are earmarked for special purposes or future development, or to meet commitments, will be maintained as necessary.

Income Pressures

1. Reduction in the Council Tax Base

As the cost of meeting Council Tax Benefit payments is a charged against billing authorities Collection Fund, any significant increase in the number of benefit claimants as a result of a recession and the rising cost of living will result in a reduction in the Council Tax Base figures; which means the Council Tax charge would have to increase to set the same budget as the previous year.

Coupled with the impact on the Council's finances resulting from the loss of the Council Tax Support Grant, a significant reduction in the Council Tax Base will have a severe impact upon the Council's ability to deliver Capital Projects, protect its services and recover its reserves, without a significant percentage increase on the precept.

2. Pressure on income from Facility Hires

Since re-opening of the Council's Community Facilities following the Covid-19 restrictions, there has been an uptake in one-off bookings (e.g. party/functions). It is difficult to assess at this stage whether this is a backlog of functions due to the pandemic or a potential increase in custom which can be sustained. Most of the regular hirers have returned, along with new hirers joining the regular hirer's scheme.

Civic Centre hire income received up to 30th September is £40,000.71, which is 60% of the 2022/2023 budget of £67,384. Thorpe Astley Community Centre hire income for the same period is £7,293.84, which is 75% of the 2022/2023 budget of £9,632.35. Both figures include advance bookings but do not include income from the Bar, NHS or Nursery/Pre-School.

It is difficult to predict whether the current squeeze on household incomes, which is likely to continue in the 2023/24 financial year, will have an impact on the Council's facilities income and if so in what way. A squeeze on living standards could result in less hires and less hirers. As a result there could be a downturn in function hires but regular hirers may face reduced custom making their activities less sustainable. The Council may have to make an economic as well as a social judgement as to whether it makes sense to reduce charges in order to sustain bookings / activities at Community Facilities. However, it may be that bookings can be sustained as customers who would previously have booked their events in the higher end of the market (e.g. at hotels and conference facilities) look for cheaper options.

Given the economic pressures many are facing, to increase hire charges in line with inflation or the projected increase in precept over the next 2 years is likely to have an additional negative impact on the net income from room hire and more widely on the offer and appeal the centres have in the community. In fact it is more likely that the Council will need to consider further discounting hire prices and offering packages in order to retain the current level of usage.

In the case of the Civic Centre, the facility will be more attractive with the delivery of the priority Capital Project to improve the toilet facilities and the kitchen facilities of the Civic Community Lounge to enable it to operate a Café service.

The projections at Appendix 1 assume that the income from facilities hires will remain steady; the figures do include the cost of a full staff establishment. There are currently some Duty Officer vacancies and this post has a regular turnover of personnel; therefore, in the short term there is potential to manage vacancies, staff recruitment and contracted hours to balance budgets in the event of a downturn in facilities income. Equally if hires/bookings and the associated income starts to climb, resources will be available to pay staff additional hours to avoid large accumulations of hours.

3. Pressure on Facility Operators

In addition to income from facility bookings; the Council receives income from partners and private operators who provide services from our facilities. This includes the Operator of the Civic Community Lounge, the provider of the Nursery/Pre-School at Thorpe Astley Community Centre, and Kingsway Surgery who provide the branch service at Thorpe Astley.

Both the operator of the Civic Community Lounge and the provider of the Nursery/Pre-School have faced a difficult business environment following the Covid-19 pandemic. Both have worked with the Council, which has approved a reduction in their respective contract payments in order that their operations continue to be viable. The continued pressure on household incomes is likely to exacerbate these pressures and the Council will similarly need to weigh up the economic value against the social value of these contracts if trading becomes difficult.

In the case of the Civic Community Lounge, trading will be supported during this difficult period with the delivery of the priority Capital Project to improve its kitchen facilities to enable it to expand its services.

Expenditure Pressures

1. Inflation

The significant rise in inflation and the likelihood that high inflation will be a feature for at least 12 to 18 months represents a significant pressure on the Council's operational budgets. There has been and will continue to be significant increases in utility and fuel costs and in the cost of goods generally.

The Government has capped the amount that non-domestic customers will pay for gas and electricity until 31st March 2023. There are currently no plans to extend this support. Therefore, it remains a priority to invest in the installation of solar PV panels and an air source heat pump, in accordance with the Climate Change & Environmental Strategy and Action Plan, in the coming months in order to avoid further significant pressure on operational budgets from 1st April 2023.

2. Cost of Borrowing

Public Works Board lending is offered at a fixed margin above the Government's cost of borrowing, as measured by gilt yields. As mentioned above, the cost of this borrowing rose by 1.5 to 2% during September in response to Government tax and spending proposals.

At the beginning of September 2022, the interest on a Public Works Loan ranged between 3.6 and 4.2% depending on the size and duration of the loan. At the beginning of October 2022 the interest had increased to between 5.3 and 6%. By the beginning of November 2022 the interest rate had slightly decreased to between 4.07 and 4.98%.

Two of the Councils loans matured in May 2022; therefore, half of the annual repayment cost has been saved this financial year and the other half of the annual repayment cost is saved in 2023/24. In addition, another six loans mature over the next eight years, four of which mature within the time period of this plan and have been included in the projections at Appendix 1.

As things stand, Public Works Loans are the most attractive way to deliver many of the objectives set out in the Council's Capital Plan and including the actions resulting from the Carbon Audit under the Climate Change and Environmental Strategy.

However, given the current position with Government finances and the inflation pressures in the economy, there is a risk that borrowing will become more expensive over the coming year and potentially restrict or reduce the Council's ability to deliver capital and infrastructure improvement projects.

3. Health and Social Care Levy

Both the temporary increase in National Insurance Contributions and the new Health and Social Care Levy was scrapped in the Government's "Growth Plan" announced on 23rd September 2022. Therefore, the additional costs to fund the employer contribution have been removed from the updated projections at Appendix 1.

However, given the current economic pressures and increases in costs, there remains a risk that the decision could either be reversed or a similar increase or tax introduced in the Medium-term Fiscal Plan scheduled for 17th November

2022.

4. Review of NJC Scales and Job Evaluation

National Joint Council (NJC) has yet to commence pay negotiations for 2023/2024. Agreement between the employers and unions in respect of the pay deal for 2022/2023 was reached on 1st November 2022 as follows:

- with effect from 1st April 2022, an increase of £1,925 on all NJC pay points 1 and above and an increase of 4.04% per cent on all allowances,
- with effect from 1st April 2023, an increase of one day to all employees' annual leave entitlement and the deletion of pay point 1 from the NJC pay spine.

The lowest scale point the Council has on its establishment is point 5, and the agreement increases this rate of pay from £10.19 per hour to £11.18 per hour, which is backdated to 1st April 2022.

As part of the staffing reorganisation approved in April 2021, an annual saving of approximately £8,177 was achieved. However, the Job Evaluation of the Council's Management remained outstanding. These reviews were completed in January 2022 and cost an additional £10,492 in the first year. This increase in establishment costs has been factored into the projections at Appendix 1.

In order to meet the proposed annual pay increase (estimated to average around 5%) and ensure that the Town Council continues to meet the Living Wage Foundation rates; a 20% increase in staffing costs is predicted over 5 years, which has been built into the income/expenditure projections at Appendix 1.

5. Pension Costs

All eligible staff have been auto-enrolled in the pension scheme and no eligible staff have opted out.

The actuarial valuation of the Leicestershire County Council Pension Fund is undertaken every three years, with that last valuation based on the position of each employing body at 31st March 2019.

Braunstone Town Council's employers' contribution rates for the three year period 1st April 2020 to 31st March 2023 rose to 22.1%. The previous contribution 2016/17 – 2019/20 was 19.79%.

The current economic uncertainties and cost of Government borrowing has put further pressures on pension funds and therefore, the Council needs to consider budgeting for a similar rise in employer contribution rates.

6. Rises in the Foundation Living Wage

In February 2015, the Town Council decided to pay the Living Wage, according to the criteria used by the Living Wage Foundation – which is based on the cost of living linked to a basket of household goods and services.

On 22nd September 2022, the Living Wage Foundation announced that the rate increased by 10.1% in the UK, more than ever in the Living Wage Foundation's 11-year history reflecting sharp increases in living costs. The new Living Wage rate is £10.90 an hour (a £1 increase). With the NJC pay agreement for 2022 outstanding, there were 7 members of staff who had been paid below the new Foundation Living Wage. However, as mentioned above, agreement was reached on 1st November 2022 between the employers and unions meaning that the Council's lowest pay point 5 increased from £10.19 to £11.18 per hour. This will be back dated to April 2022 and will be implemented on 24th November 2022, when all the Council's staff will then be paid above the new Foundation Living Wage.

However, predicted increases in the cost of living may result in a widening of the gap between the National Living Wage and the Living Wage Foundation rate, which could require the Town Council to review salary scales for some posts in the coming years.

7. Other Public Service Providers

Increasing costs and a squeeze on public spending has put significant pressures on the revenue budgets of Principal Authorities, the NHS and the Police. While the Town Council doesn't receive funding directly from Central Government, cuts to public services in the community provided by other bodies will continue to put pressure on the Town Council to either take on services directly or provide an alternative. Picking up principal authority services which have been either devolved or taken over by the Town Council will put further strain on the Council's revenue budgets and reserves and either lead to further rises in the parish precept and/or significantly restrict the delivery of the Council's Capital Plan.

Current Financial Year (2022/2023)

The actual position in the revenue budget for the current financial year (2022/2023) for 1st April 2022 until 30th September 2022 is as follows:

	Budget (Half Year)	Actual (Half Year)
Income	£448,324	£447,858
Expenditure	£449,574	£451,262
Difference	-£1,250	-£3,404

Income is currently slightly below anticipated levels, while expenditure is slightly above, meaning there is currently a £2,154 overspend against the budget to 30th September 2022.

Reserves

Following the loss of the Council Tax Support Grant in 2018 and transfer of the Library Service in 2019; the Council drew down £77,000 from its reserves over the following four years to offset significant increases in the Council Tax precept in one year. The projections at Appendix 1 set out a plan to replenish these reserves between 2024/25 and 2027/28.

Committee Consideration

Policy & Resources Committee on 3rd November 2022 received a report setting out the context for the Council's medium term priorities and financial planning (Policy & Resources Committee minute 46).

Following the publication of estimated savings/income from the proposed Solar PV Panels and proposed Air Source Heat Pump (Policy & Resources Committee minute 59), the projected savings/income generation in the 5 year Income/Expenditure Projections at Appendix 1 were updated and circulated to the Committee (the updated document forms Appendix 1 of this report).

To ensure that the latest economic and fiscal assessments were considered as part of the Medium Term Priorities and Financial Planning process prior to its adoption; the Policy & Resources Committee 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 update the Report and the financial projections at Appendix 1, if necessary, following the announcement of the Government's Medium-term Fiscal Plan and publication of the Office for Budget Responsibility's "Economic and fiscal outlook" report, due to be published on 17th November 2022;

the Policy & Resources Committee also recommended to Council for approval:

2. that the current projections attached at Appendix 1 as updated, based on known financial pressures identified in the report, be noted;
3. that the Council's Strategic Aims, Delivery Objectives and Committee/Service Objectives, attached at Appendix 2, be used as the basis for calculating the annual budget and any external funding sought;
4. that the Council's Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations; and
5. that the Financial, Treasury Management, Investment and Reserves Strategies, as set out in the report, be adopted.

Recommendations

1. That the current projections attached at Appendix 1, based on known financial pressures identified in the report, be noted;
2. that the Council's Strategic Aims, Delivery Objectives and Committee/Service Objectives, attached at Appendix 2, be used as the basis for calculating the annual budget and any external funding sought;
3. that the Council's Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations; and
4. that the Financial, Treasury Management, Investment and Reserves Strategies, as set out in the report, be adopted.

Reasons

1. To provide a foundation for preparing budget estimates for 2022/2023 and beyond.
2. To ensure the Council focusses its activity and spending on its key priorities and objectives given the future financial uncertainties.
3. To ensure the highest possible standards within the resources available in the future.
4. To effectively manage the Council's cash flows, borrowing and investments, taking into account the associated risks.

APPENDIX 1 – 5 YEAR INCOME / EXPENDITURE PROJECTIONS

		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Operational Requirement		£302,661	£307,197	£292,388	£299,217	£298,307	£294,380
Plus Increase in costs		£18,022	£30,720	£14,619	£8,977	£8,949	£8,831
Less Savings / Income Generation		£0	£32,043	£3,204	£3,300	£3,399	£3,501
Less Payments for Matured Loans		£13,486	£13,486	£4,586	£6,586	£9,478	£2,892
Total including Savings		£307,197	£292,388	£299,217	£298,307	£294,380	£296,818
Pension Provision		£99,940	£103,938	£108,095	£112,959	£118,607	£122,759
Staffing Costs		£426,061	£445,234	£465,269	£488,533	£515,402	£536,018
Existing Borrowing Repayments		£95,950	£82,464	£77,878	£71,292	£61,814	£58,922
Additional Borrowing Repayments (Civic Centre Improvements)		£0	£11,091	£11,091	£11,091	£11,091	£11,091
Potential Borrowing Repayments	Climate	£0	£18,128	£18,128	£18,128	£18,128	£18,128
	Mossdale	£0	£5,163	£10,325	£10,325	£10,325	£10,325
Non-Earmarked Reserves		-£2,500	£0	£9,000	£18,000	£25,000	£32,000
(Balance of Reserves)		£81,952	£81,952	£90,952	£108,952	£133,952	£165,952
Contingency		-£20,000	-£20,000	-£20,000	-£15,000	£0	£10,000
(Balance for Financial Year)		£0	£0	£0	£5,000	£20,000	£30,000
Capital Projects		-£10,000	£0	£0	£4,300	£5,000	£12,300
(Balance for Financial Year)		£15,700	£25,700	£20,700	£30,000	£35,000	£47,300
TOTAL EXPENDITURE		£896,648	£938,405	£979,003	£1,017,936	£1,059,747	£1,108,361
Less Income from Hires/Fees		£176,292	£176,292	£178,056	£181,617	£187,065	£192,676
Net Precept		£720,356	£762,113	£800,947	£836,319	£872,682	£915,685
Band D (scaled Tax Base)	4,887.80	£147.38	£155.92	£163.87	£171.10	£178.54	£187.34
% Increase		5.66%	5.80%	5.10%	4.42%	4.35%	4.93%
Average % Increase		N/A			4.92%		
£5 Increase on Band D			£152.38	£157.38	£162.38	£167.38	£172.38
(% increase)		N/A	3.39%	3.28%	3.18%	3.08%	2.99%
Receipt			£744,795	£769,234	£793,673	£818,112	£842,551



BRAUNSTONE TOWN COUNCIL BUSINESS PLAN 2022/2023

Strategic Aims & Delivery Objectives

Town Council Mission

The Council's Mission Statement sets out its vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

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; and*
4. *to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.*

"Spectemur. Agendo" translates "Let us be Judged by Our Actions"

Strategic Aims and Delivery Objectives (2022/2023)

The Council has four Strategic Aims for the medium term, which are set out below. Each Aim is supported by specific delivery objectives for the year, which are reviewed and developed as part of the annual review of the Council's Business Plan and Capital Plan and the annual setting of the budget and Council Tax precept.

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 2022/2023:

- (a) Complete Phase 2 and 3 of the Shakespeare Park refurbishment: Tennis Courts and Playground;
- (b) open the New Shakespeare Pavilion building and site for use by sports clubs and the community;
- (c) support existing Clubs at Shakespeare Park to grow while supporting new sporting activities, such as Tennis and Petanque;
- (d) invest in and enhance tennis provision through Tap4Tennis;
- (e) continue to work with Blaby District Council and the developer to ensure improvements are made to the culvert at Thorpe Astley Park; and
- (f) carry out repairs to the Culvert and Bridge at Mossdale Meadows.

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 2022/2023:

- (a) Deliver Civic Centre Capital improvements: refurbishment of toilets, provide a changing places toilet and deliver essential works on the building fabric;
- (b) expand the Bar Service to include a weekday Civic Centre café service along with outreach services at Thorpe Astley Community Centre;
- (c) implement revised Community Centres hire arrangements;
- (d) attract new activities and hires to Thorpe Astley Community Centre in response to the residents' survey; and
- (e) provide new outreach services at Thorpe Astley Community Centre; for example, Local Area Coordination and Library Services.

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 2022/2023:

- (a) Work to establish a Good Neighbour's Scheme;
- (b) support new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events;
- (c) co-ordinate community events, such as Apple Day and the Queen's Jubilee commemorations, and hold open days at both Shakespeare Park Pavilion and Thorpe Astley Community Centre;
- (d) develop Library events, initiatives and continue community engagement; including children's reading, heritage displays and arts & craft events; and
- (e) 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 2022/2023:

- (a) Deliver actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030;
- (b) implement an Environment and Biodiversity Strategy to enhance nature and biodiversity on our urban green spaces;
- (c) support and facilitate initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian;
- (d) provide secure cycle lock up facilities at our community centres and open spaces; and
- (e) work to ensure that development meets present needs, minimises air pollution and car journeys, while protecting the needs of future generations.

Objectives

In addition to the Mission Statement and Strategic Aims and Delivery Objectives, the Council's Committees and Service Areas have operational objectives.

Planning and Environment Objectives

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the needs of future generations.
2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
4. To inform and consult local residents about major planning proposals, Development Plans and other planning initiatives by central and local government.
5. To work with others to minimise the impact from:
 - (a) traffic; and
 - (b) air and light pollution.
6. To promote responsible dog ownership and waste disposal.
7. To provide and maintain street seats and notice boards at key locations.
8. To monitor the New Lubbesthorpe development and to respond to any implications of that development for the environment of the Town.

Community Development Objectives

Nurturing and enhancing community life, equal opportunities and social inclusion.

Young people

1. To create opportunities for young people to have a voice
2. To identify young people's needs and give support to new local initiatives including summer holiday activities

Crime reduction services

3. Reduce opportunities for crime, increase public safety and establish a community spirit

Social inclusion, recreation & culture

4. To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
5. To provide support for the Office of Town Mayor
6. To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
7. To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
8. To organise arts events/ entertainment's/ Civic Occasions which bring people together
9. To encourage the formation of new community groups by promoting free/subsidised use of the Council's Community Facilities
10. To promote social inclusion

Corporate Management & Capital Project Objectives

1. To ensure effective management of the authority
2. To ensure effective implementation of the Council's policies and priorities
3. To ensure the Council's management arrangements, facilitate performance and efficient use of resources
4. To provide efficient and effective office services to support the Council's activities
5. To provide efficient and effective support to the democratically elected members to enable them to make policy decisions
6. To provide efficient and effective information to committees
7. To deal with telephone calls, and personal callers, promptly, courteously and efficiently
8. To ensure and arrange effective staff training
9. To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
10. To maintain adequate personal records, health and safety controls, and fire evacuation polices
11. To manage and control land and property belonging to the Council
12. To maintain an effective filing and retrieval system
13. To undertake capital projects for the benefit of the citizens of Braunstone Town
14. To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
15. To provide office accommodation for the Council's administrative staff
16. To ensure the Council engages with the Community concerning its activities, including with consultative bodies, such as the Citizens' Advisory Panel.

Community Centres Objectives

1. To provide and maintain high quality function rooms for use by hirers
2. To provide and maintain quality meeting rooms for Council and local community groups at low cost
3. To provide a Licensed Bar/Catering service for use by hirers and community groups at prices that are comparable with other similar establishments in the area
4. To maintain usage of the Centres for the benefit of the community

Open Spaces & Parks Objectives

1. To provide and maintain parks and open spaces to a high standard
2. To provide quality sports facilities to meet identified needs
3. To provide and maintain play equipment to a high and safe standard
4. To help fight pollution and climate change by planting trees on our parks

Adopted by Council 27th January 2022 (Minute Reference 5995).



BRAUNSTONE TOWN COUNCIL

CAPITAL PLAN 2022/2023

The Council's Capital Projects have been identified through identified emerging priorities, the Annual Survey, the Citizens' Advisory Panel and the Parish Plan. A review of the Council's Open Spaces and Parks identified priorities for Capital improvements should external funding arise, as a result Policy & Resources Committee on 11th April 2013 adopted "Proposals and Priorities for Improvements to Our Parks and Open Spaces", which form part of this programme.

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.

Parks and Open Spaces Projects		
Park	Project	Notes
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)	Scheduled for 2022/23 Winter works
Impey Close playground	Resurface playground with rubber mulch under play equipment and pathway (Rubber tiles damaged and in places missing. Surfaces having been damaged subject to continued vandalism).	Cost £17k, funding to be identified
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>	Priority Project for 2022/23
	Bridle path resurfacing (from Kingsway entrance through to Jelson owned land)	On-hold pending review and availability of resources
	Possible resurfacing of footpaths	
	Toddler swings (estimated five year life span – medium risk) MM	
	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>	Once Shakespeare Park Improvements completed

Parks and Open Spaces Projects (continued)		
Park	Project	Notes
Mossdale Meadows & Merrileys	Roof Insulation at Mossdale Depot and Sports Changing Rooms. <i>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 energy use and costs.</i>	Once Shakespeare Park Improvements completed
	Installation of bio-fuel boiler at Mossdale Pavilion for heating the Sports Facilities and Parks Depot. There is no heating at the premises. There are electric heaters for the staff room at the Depot, which are inefficient and a higher risk for fire. The Town Council has to pay at the Waste Disposal site to tip hedge and tree cuttings, which could be reused to fuel heating system.	Await Carbon Audit
Shakespeare Park	Additional balance in play area (2-5 or 5 – 12 age group)	Part of Shakespeare Park Improvement and Development Project, Priority Project underway and scheduled for completion in 2022/23
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	Priority Project underway and scheduled for completion in 2022/23 (see above)
	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		
All Parks	Purchase of a wood chipper. <i>To enable the installation of a bio-fuel boiler at Mossdale Depot and Sports Changing Rooms. To reduce waste and waste tipping costs to tip hedge and tree cuttings, which could be reused to fuel heating system in pavilion. Chippings can also be used to make natural pathways.</i>	To be scheduled. Business Case to be submitted for consideration by Policy & Resources Committee.

Community Centres Projects		
Building	Project	Notes
Civic Centre	Refurbishment of both sets of Toilets including exploring the provision of a Changing Places Toilet. <i>The current toilets are approximately 20 years old. The refurbishment of the toilets provided an opportunity to ensure that the Civic Centre toilet facilities are fully accessible.</i>	Priority Project for 2022/23
	Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities (To enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space).	Priority Project for 2022/23
	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>	Schedule 2022/23 Fundamental to building integrity
	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>	Schedule 2022/23 Health & Safety can't be maintained
	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>	
	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>	
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> • Heating/Air Conditioning • Mood Lighting 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 Await Carbon Audit and obtain quotes
	Refurbish/Replace Fire Doors in Civic Centre (except Millfield Hall). <i>Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	Currently scheduled for 2022/23 pending resources

Community Centres Projects (continued)		
Building	Project	Notes
Civic Centre <i>Continued</i>	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector (The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training).	Postpone to 2023/24
	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>	
	Council Chamber & 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>	
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>	To be scheduled. Rolling Programme from 2023/24.

Library Projects	
Project	Notes
Installation of LED lighting at the Library. <i>The Library building has not been converted to LED lighting; conversion will reduce energy use and costs.</i>	Schedule 2022/23

General Projects		
Location	Project	Notes
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails 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 considered steep and potentially presented difficulties for wheel chair users and those who are less able.</i>	Schedule dependent on Reserves
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.	To be scheduled following Carbon Audit.
Improvements to Cycling Facilities	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.	Schedule 2022/23
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.	To be scheduled.
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

Adopted by Council 27th January 2022 (Minute Reference 5996).

APPENDIX 4 – RESERVES

The table below summarises the balances at the beginning and end of the 2021/22 financial year:

Table A – Balances 1st April 2021 – 31st March 2022	
1. Balances brought forward	£618,174.73
2. (+) Annual precept	£681,961.00
3. (+) Total other receipts	£172,030.00
4. (-) Staff costs	£434,301.32
5. (-) Loan interest / capital repayments	£94,185.39
6. (-) Total other payments	£657,361.80
7. (=) Balances carried forward	£286,317.22

The table below summarises the current reserves and intended uses:

Table B – Reserves 2022/2023			
		Start of Year	Current*
Earmarked Reserves	<i>Shakespeare Pavilion Works</i>	£63,137.13	£29,419.33
	<i>Shakespeare Works Reserve</i>	£14,321.00	£14,321.00
	<i>Shakespeare Play/Tennis</i>	£22,888.00	£658.00
	<i>Shakespeare Park Sports Clubs</i>	£0.00	£2,447.42
	<i>Community / Social Inclusion Projects Grant</i>	£10,000.00	£10,000.00
	<i>Balance Budget 2022/23</i>	£2,500.00	£0.00
	<i>Gateway Signage</i>	£2,500.00	£2,500.00
	<i>Civic Centre Capital Projects</i>	£60,000.00	£60,000.00
	<i>Town Mayor's Charity</i>	£3,204.99	£12.25
	Total	£178,551.12	£119,358.00
Non-Earmarked Reserves	<i>Commutated Sums</i>	£47,375.12	£47,375.12
	<i>General Fund</i>	£60,390.98	£204,935.29
	Total Balances	£107,766.10	£252,310.41
Balance of Reserves		£286,317.22	£371,668.41

* Dated 30th September 2022.

BRAUNSTONE TOWN COUNCIL

CITIZEN'S ADVISORY PANEL

24th NOVEMBER 2022

Item 5 – Queen's Green Canopy

Purpose

To consider proposals and suitable locations in Braunstone Town and Thorpe Astley for the planting of new trees as part of the Queen's Green Canopy.

Background

In April 2022 the Community Development Committee considered potential ideas to commemorate the Queen's Platinum Jubilee.

One of the initiatives considered was the planting of trees at Thorpe Astley and Braunstone Town as part of the Queen's Green Canopy to commemorate the Platinum Jubilee. This initiative was to encourage planting of trees to create a legacy of the Queen's leadership and would benefit future generations. As tree planting is carried generally in autumn months the tree planting could not take place until November 2022 at the earliest. As the Town Council was currently undertaking a Climate Change & Environmental Strategy and an Environment & Biodiversity Strategy, the Community Development Committee determined this to be a better initiative to undertake than the beacon lighting.

Potential Planting Sites

Discussions had been held with the Town Council Parks and Grounds staff on potential planting areas and types of trees to plant.

It had been suggested that an area on the main Thorpe Astley Park area past the football pitch be used to plant a variety of fruit trees including apples and pears for the community to access. This area of grass was uneven and not suitable for football pitches but was an open area of space. As there are several paths running through this area the fruit trees would be within easy distance for residence to see and pick fruit from.

A second area for the planting of trees is on Mosssdale Meadows. There is a particular area of land on the rear field where the park staff have already planted a wild flower meadow which is now established. The wildflower meadow would remain in place and planting of a variety of native trees would enhance the area. Trees such as flowering cherry and evergreen oak had been proposed by the ground staff to be included. Maps of proposed sites attached at appendix 1.

The meeting of the Policy & Resources Committee held on 3rd November received the proposed planting areas and approved the sites subject to a short public consultation

being undertaken. The results from the survey would be circulated to the committee for consideration.

The Town Mayor would be invited to plant the first tree in each area once the tree planting season commences.

Action requested

To consider and comment on proposals for planting of trees for the Queen's Green Canopy initiative.

1. To consider and comment on the two proposed sites for the planting of the trees, and
2. To consider and comment on the type of trees suggested for planting at each site.

Item 5 Appendix 1

Thorpe Astley Park



Mossdale Meadows



BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 24th NOVEMBER 2022

Item 6 – Carbon Reduction Initiatives

Purpose

To receive and comment proposals for the installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump at the Council's Community Facilities.

Background

Braunstone Town Council adopted a Climate Change and Environmental Strategy in September 2021, which included the aim of becoming carbon neutral by 2030. With eight years to become carbon neutral the Council commissioned a Carbon Audit to provide a route map to decarbonise buildings and transport operations.

The Council's Capital Plan for 2022/2023 (Appendix 3 of agenda item 5, Medium Term Priorities & Financial Planning) identifies the following as Priority Projects:

- 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.
- Installation of Electric Vehicle Charging points at community facilities
To provide fast charging for service users, hirers and staff who use an electric vehicle.
- Install a hybrid air source heat pump at Thorpe Astley Community Centre
To decarbonise Community Centre heating; 10% reduction of total Council emissions.

Business Case

True carbon reduction is expensive, and a significant capital investment is required to implement the type of interventions that the Council need to reach Net Zero by 2030. In terms of building-related emissions, presently there is very little opportunity to decarbonise natural gas and therefore the electrification of heat is currently the only practical solution in this context. Therefore the Carbon Audit mainly focused on the electrification of heat and the potential for generating renewable (zero carbon) electricity from rooftop solar PV.

The Carbon Audit estimated Braunstone Town Council's total carbon emissions from buildings (gas and electricity) to be 120 t/CO₂e per annum. The Audit identified a 24 t/CO₂e reduction through the generation of renewable electricity by the installation of

rooftop solar PV and a further 13.8 tCO₂e reduction was identified from the installation of a hybrid air source heat pump system at Thorpe Astley Community Centre. The proposals potentially decarbonise Thorpe Astley Community Centre through installation of an air source heat pump and solar PV.

Given the price of gas and electricity has risen substantially in 2022, the investment in solar PV will provide significant savings to the Council's electricity bills and mitigate further price increases in the future. With the increase in prices, the payback figures supplied in the Carbon Audit are very conservative as no uplift was included.

Electricity generated by the PV panels will be used during the day replacing the previously imported electricity, and if battery storage technology is installed the systems will be able to supply some of this renewable electricity at night.

By installing Electric Vehicle Charging Points (EVCPs) to a building that hosts a solar PV array, it is possible that a proportion of the vehicle charging will be provided by carbon free solar generation during the day. The greater the excess amount of solar generation that is produced, after self-consumption by the building, the larger this proportion of carbon free electricity could be used to charge the vehicles. If this amount of electricity was exported to the national grid it might earn the Council a rate of £0.06/kWh. If, instead, this energy is sold via EVCPs the same units of electricity could be sold for at least three times that amount, or more.

Outline Scheme

Proposed solar panel installations for Braunstone Civic Centre & Library and Thorpe Astley Community Centre are shown at Appendix 1. Battery storage is also being proposed at all three buildings.

The location of the installation of Electric Vehicle Charging Points at Braunstone Civic Centre Small/Overflow Car Park and at Thorpe Astley Community Centre Car Park is shown at Appendix 2 (including parking space markings). There will be two columns and four 22kw chargers at each site.

The design of the Air Source Heat Pump proposed for Thorpe Astley Community Centre is attached at Appendix 3. The gas boiler will not be replaced but remain in situ for the remainder of its life (estimated to be 2 years) as a potential back up.

The timescales and milestones are attached at Appendix 4.

Scheme Costs

Following receipt of tenders from contractors, maximum scheme costs are estimated as follows:

Scheme	Maximum Cost
Solar PV & Battery Storage	£167,876
Air Source Heat Pump	£33,734
Electric Vehicle Charging Points	£31,763
TOTAL	£233,373

Estimated Scheme Savings/Income and Carbon Reduction (Year 1)

Based on the shortlisted tenders / preferred contractors, the following financial savings and CO2e reductions have been estimated:

Building	Electricity*		Gas		Total	
	Saving	CO2e Reduction	Saving	CO2e Reduction	Saving	CO2e Reduction
<i>Civic Centre</i>	£10,923	13.66	£0	0	£10,923	13.66
<i>Thorpe Astley</i>	£7,190	7.37	£5,118	16.28	£12,308	23.65
<i>Library</i>	£8,812	7.89	£0	0	£8,812	7.89
TOTAL	£26,925*	28.92	£5,118	16.28	£32,043	45.2

* *Electricity is a combination of savings and income from the Solar PV.*

Funding

An application for funding of £37,317 was submitted to the Public Sector Decarbonisation Scheme on 31st October 2022. The outcome is expected by the end of January 2023. This Scheme offers grants where the proposal involves decarbonising heating. Other measures around building and energy efficiency can be included. Therefore, the installation of an air source heat pump and solar panels and battery storage at Thorpe Astley Community Centre is the only building eligible for funding under the scheme.

Given the costs and potential savings, the Council is able to borrow to finance the projects since the savings on energy bills and potential income from the solar PV panels and electric vehicle charging points will cover the annual repayments on the loan as well as generating additional revenue savings/income for the Council.

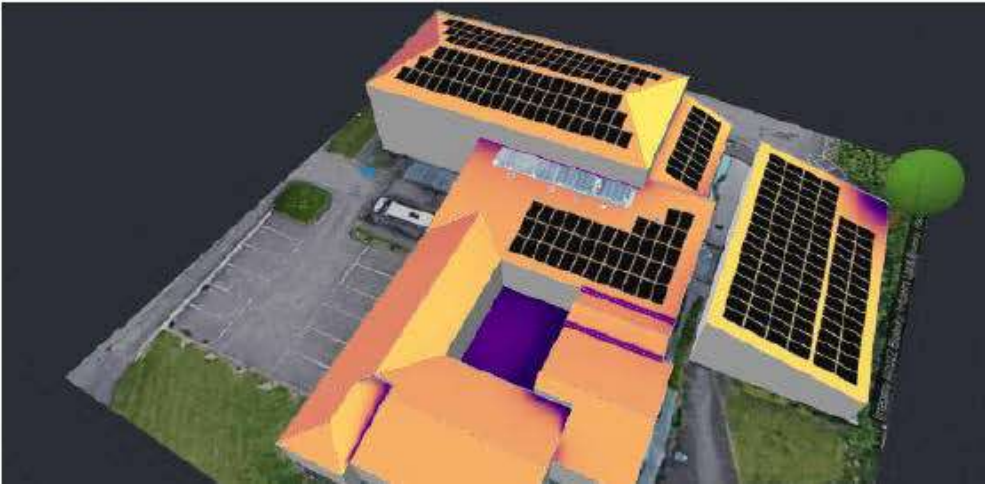
Council on 17th November 2022 is scheduled to determine whether a borrowing application should be submitted. A decision from the Department of Levelling Up, Housing and Communities would be expected in four to six weeks.

Action Requested

Consider and comment on the proposals for the installation of:

1. Solar PV Panels with battery storage at Braunstone Civic Centre, Library and Thorpe Astley Community Centre;
2. Electric Vehicle Charging Points at Braunstone Civic Centre Small/Overflow Car Park and Thorpe Astley Community Centre Car Park; and
3. an air source heat pump at Thorpe Astley Community Centre.

Braunstone Civic Centre & Library



Thorpe Astley Community Centre



APPENDIX 2 – PROPOSED LOCATION OF ELECTRIC VEHICLE CHARGING POINTS

White Lining



Braunstone Civic Centre

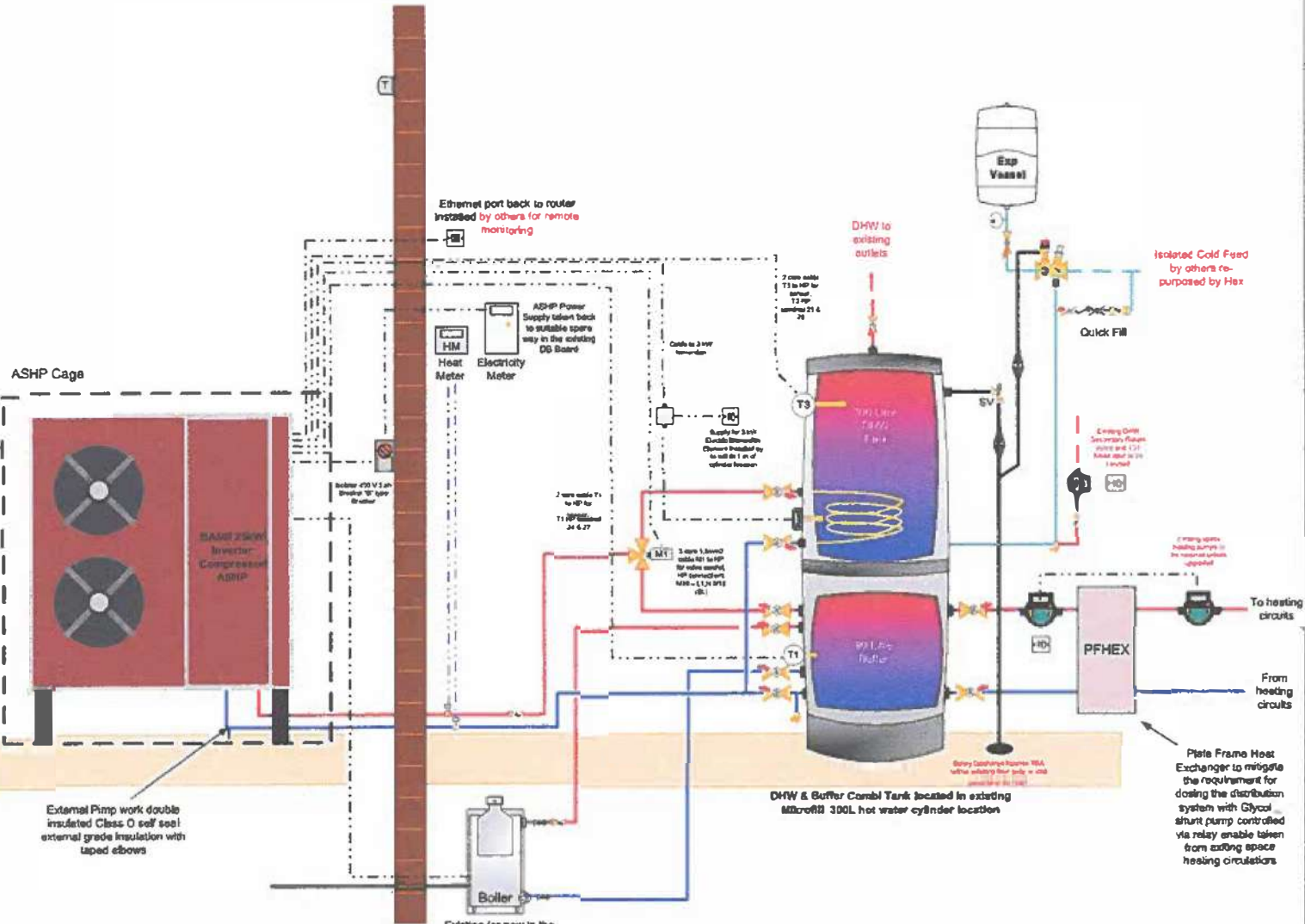


Thorpe Astley Community Centre



APPENDIX 3

- Legend**
- Pipe work Installed By Others
 - Pipe work Installed By Hex
 - Cable Installed By Others
 - Cable Installed By Hex
- Isolating Valve
 - Air Release Valve
 - Drain Cock
 - Check Valve
 - Pressure Reduction Composite Valve
 - Thermostatic Mixing Valve
 - Safety Relief Valve
 - 3 Port Diverting Valve
 - DIRTMAG IQ
 - Test Points
 - Pressure Gauge
 - Temperature Sensor
 - Electric Immersion Element
 - Circulation Pump
 - Turdish
 - Isolator
 - 13 amp Fused Switch
 - 7 day programmable timer
 - IP55 Outdoor Weatherproof Compensation sensor box
 - IP55 Indoor sensor jct. box
 - Ethernet Port
 - Tracer Wire
 - Expansion Vessel
 - DHW Return Pump
 - Electricity Meter
 - Heat Meter



Space Heating Control Philosophy

1. Demand from existing building side controls creates demand on buffer tank
2. Heat Pump Starts to provide heating to buffer
3. Ambient Compensation controls heat pump flow temperature curve
4. ASHP compensates flow temperature to building on PID loop on return temperature
5. ASHP calls for gas boiler when OAT < -3DegC or when return set-point cannot be maintained

Domestic Hot Water Control Philosophy

1. DHW internal tank sensor calls for heat pump hot water
2. Heat pump operates to set point to recover DHW tank
3. HP operates until internal DHW control deactivates hot water
4. HP returns to Space Heating Control
5. Legionella Cycle activated by separate 7 day programmer as required.

Registration Note: This drawing must be treated as strictly confidential and any disclosure beyond its intended use is prohibited. The drawings must be used in construction with the appropriate specifications.

Revision: Do not scale the drawing. Verify all dimensions and structural details on site. If in doubt ask before scaling.

Copyright: This drawing is copyright and may not be shared, reproduced or used other than for the specific project for which it is drawn without the written consent of Hex Energy Ltd.

Note: The Contractor must at all times observe industry best practice in the manufacture and implementation of any starting and mechanical drawings. Prior to any work being undertaken on this drawing, full site assessment and method statements should be carried out by a competent person. If doubt exists regarding the interpretation of this drawing, refer to the designer before work.

Note: Simplified Schematic - all valves and air releases not shown

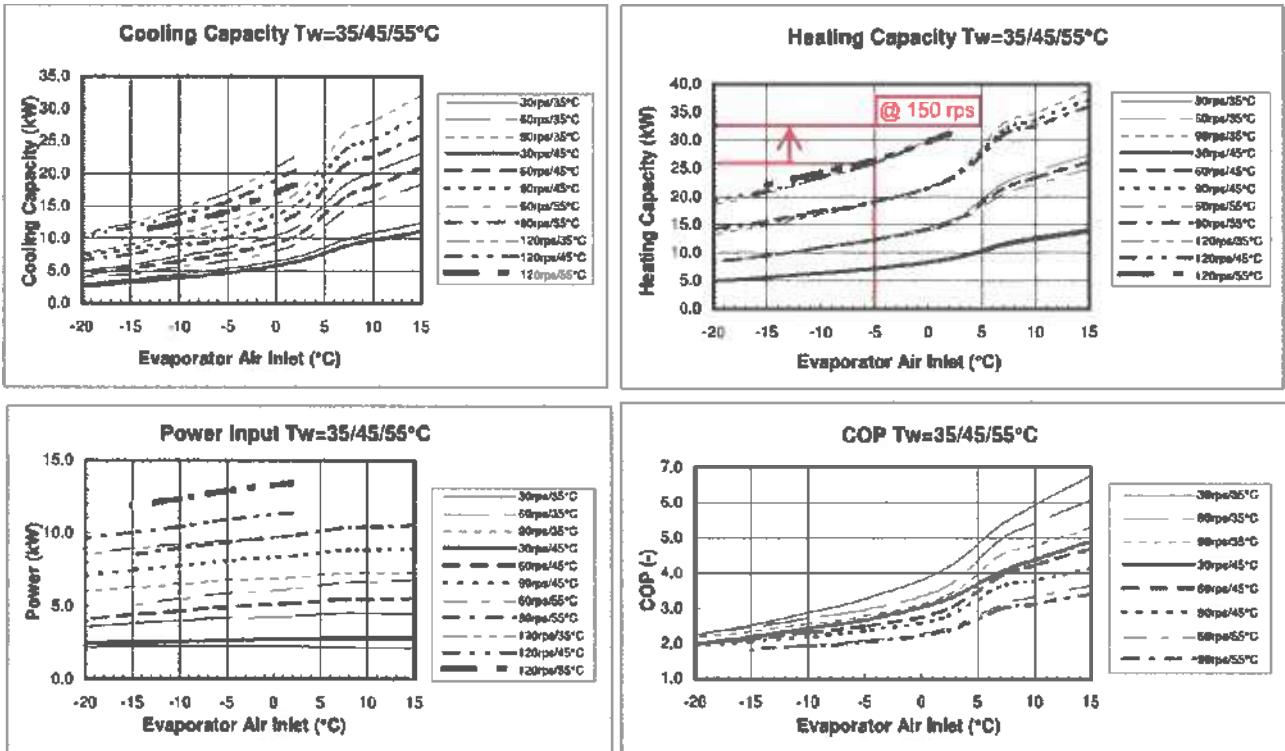
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A	SPM	ADN	TENDER ISSUE 16/08/2022

Thorpe Astley Community Centre

Project Ref	Designed By	Drawn By	Checked By	Date
NTS E725	SPM	SPM	ADN	16/06/2022
Drawing Title		TENDER ISSUE		
Drawing No.	Sheet	Page No.	Revision	
E725.04	1	40	SYSTEM SCHEMATIC A	

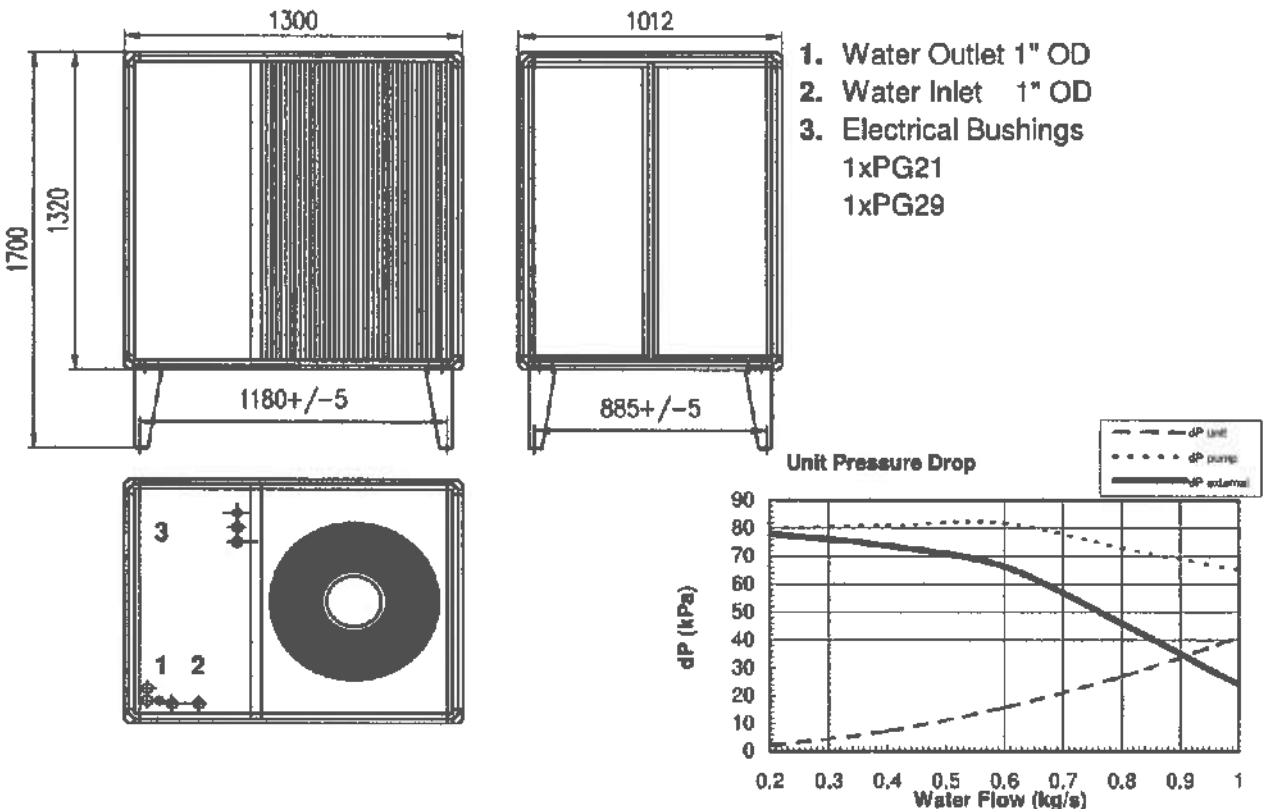
Technical Data BA60I

Performance *



* Performance Tolerance ±10%, defrost energy included

Dimensions, Connections



BRAUNSTONE TOWN COUNCIL

CITIZEN'S ADVISORY PANEL – 24th NOVEMBER 2022

Item 7 – Mossdale Meadows Culvert

Purpose

To consider and comment on proposals to replace the culvert and bridge over Lubbethorpe Brook at Mossdale Meadows.

Background

Over the last few years, the Town Council ground staff have reported an increase in flooding issues from the brook on Mossdale Meadows due to heavy rain in the area around the culvert bridges that cross the brook. The vehicular bridge was built over 35 years ago using concrete piping with a diameter of 600MM, 2 pipes sitting side by side overlaid with old railway sleepers. Over the past 20 years, the brook has blocked up at these pipes many times, resulting in the water level backing up and overflowing onto the sports pitch and adjacent pathways causing them to wash away.

At the meeting of the Policy & Resources committee held in 28th October 2021 members received a full report regarding the condition of the vehicular and pedestrian bridges over the brook at Mossdale and the increase in incidents of flooding from the brook onto the park.

The main issue that causes the flooding is the culvert pipes that run under the vehicular and pedestrian access bridge. We have been advised these are too small and, as there are two pipes next to each other, debris is collecting and building up between them which is restricting flow through the pipes even though they are cleared regularly.

Action taken to date

Several contractors were contacted and site visits undertaken to assess the work required and proposed changes to the culvert bridge to help reduce the level of flooding for designs and specifications to be drawn up. A contractor had been commissioned to provide formal plans and specifications that could then form the basis of a tender document to undertake the proposed works to the vehicular bridge (Appendix 1).

Action requested

1. That the committee note the issues regarding the vehicular bridge and,
2. that the committee comment on the proposed plans to replace the current bridge.