



# BRAUNSTONE TOWN COUNCIL

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

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## Braunstone Town

# "Citizens Advisory Panel"

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

24th August 2016

Dear Citizens' Advisory Panel Member

A meeting of the **BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL** will be held in the Fosse Room at Braunstone Civic Centre on **Thursday, 1st September 2016** commencing at **7.30pm**, the agenda for the meeting is set out below.

The Council extends an invitation to any interested local residents and users groups to attend the meeting to participate in the debate.

Yours sincerely,

Executive Officer & 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 held 2nd June 2016**  
To confirm the accuracy of the Minutes of the meeting held 2nd June 2016 to be signed by the Chairperson (**Enclosed**).
4. **Braunstone Town Council Annual Survey Results**  
To receive the results of the Town Council's Annual Satisfaction Survey, including feedback on current initiatives (**Enclosed**).
5. **Braunstone Town Library**  
To consider the latest position with the County Council's proposals for Braunstone Town Library and the future role of the Panel, including a review of the Terms of Reference for the Panel's role (**Enclosed**).

6. **Shakespeare Park Improvement Project**

To receive an update on progress with improvement to the pavilion, sport, recreation and play facilities at Shakespeare Park (**Enclosed**).

7. **Customer Services – Survey**

To receive a copy of the Customer Services Survey and a summary of the responses received so far (**Enclosed**).

8. **Neighbourhood Planning**

To consider the merits of undertaking neighbourhood planning, including identification of themes which would need to be considered (**Enclosed**).

9. **Termination of the Meeting**

To note that future meetings of the Panel are scheduled as follows:

- Thursday 1st December 2016
- Thursday 2nd March 2017

All meetings are scheduled for 7.30pm.



**NOTE:**

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.  
EQUALITIES ACT 2010*

*Braunstone Town Council has a duty in carrying out its functions to have due regard to:-*

- *eliminate unlawful discrimination, harassment and victimisation;*
- *advance equality of opportunity between different groups; and;*
- *foster good relations between different groups*

*To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.*

**BRAUNSTONE TOWN COUNCIL**  
**MINUTES OF CITIZENS' ADVISORY PANEL**  
**THURSDAY 2nd JUNE 2016**

**PRESENT:** Councillor D Joshi (Chair), Councillors A Hack, R Waterton, P Moitt (substitute for Cllr N Brown) and local residents Mr R Tilley, Mrs J Tilley, Mrs S Zastawny, Mr J Hazelgrove, Mrs B Hazelgrove, Mr J Dodd, Local Area Coordinator Miss R Peake.

**Officers in attendance:** Mr D Tilley, Executive Officer & Town Clerk, Mrs P Snow Deputy Executive Officer & Community Services Manager

**1. Apologies**

Apologies for absence were received from Councillor N Brown and local residents Mrs N Blight and Mrs B Copson

**2. Disclosures of Interest**

There were no disclosures of interest.

**3. Minutes of the Meeting held on 3<sup>rd</sup> March 2016**

Minutes of Meeting held on 3<sup>rd</sup> March 2016 were received and noted.

**4. Braunstone Town Council Annual Report 2015/16**

The Executive Officer & Town Clerk reported that the Annual Report had been revised for 2016/2017 after low returns in previous years. It was noted that the revised Annual Report would consist of

- a shorter version, 2 pages instead of 4 pages;
- focus on achievements removing standard references and listing of the Council's services;
- a section summarising key plans/projects for the forthcoming year
- information which the Town Council is required to publish: accounts and payments to members of the Council remains included; and
- instead of sending to 300 random addresses, to include in the Braunstone Life (in place of the standard monthly page for that month)

The report will continue to be available on the Council's website and from the Customer Service Shop at Braunstone Civic Centre.

**5. Braunstone Town Council Annual Survey**

Members noted that in previous years the Annual Report and Survey has been sent to partners, stakeholders, users and approximately 300 random addresses

across the Town, the number of survey responses had been around the early 20s (4% response rate). This year, instead of sending to 300 random addresses, a note has been included in the Annual Report to say the survey is available on the Town Council's website and from the Customer Service Shop.

Last year (2015), the Annual Survey was amended to include questions relating to some of the Council's initiatives as well as including a satisfaction survey. This approach was received well by those responding and by the Citizens' Advisory Panel. It was noted that in responses received, the Library and the Customer Service Shop were considered to be the top two most important priorities for the Town Council. The Town Council's response to the survey could now be found on the website and was an important part in demonstrating that the Town Council considered and responded where possible to the suggestions and comments included in survey responses.

The same approach had been adopted for the survey this year (2016), with the survey questions amended and tailored to the recent achievements and forthcoming priorities. Survey responses (excluding anonymous, Town Councillors and Town Council staff) would be entered into a prize draw to receive £50.

The results of the satisfaction survey would be presented to the Citizens' Advisory Panel at the next scheduled meeting in September. It was noted that on the survey form that there was no room for comments under the community services heading. This would be amended on the website and any future printed paper copies.

## **6. Update on Braunstone Town Library**

Members received an update on the current situation with the County Council's proposals for Braunstone Town Library.

It was noted that Leicestershire County Council had, in principal, accepted the proposal from Fabula Social Enterprise to take over the running of the Library.

Members expressed concern over the apparent lack of a detailed budget from Fabula and sought assurances of the financial sustainability of the proposal.

Concerning the Lease arrangements between Braunstone Town Council and Leicestershire County Council, panel members were advised that the County Council, had, to date, held no further discussions on the lease and were advised that any discussions regarding the lease would strictly be between the Town and County Councils. Local residents were advised that the lease was granted to the County Council for local government purpose and not specifically for the provision of a library. It was also noted that the County Council could not sub-let

the library lease to another organisation without the express permission of the Town Council.

Fabula have approached Braunstone Town Council with regards to the sharing of services at a cost to Fabula. The Town Council would consider carefully the organisation's financial situation before entering into any agreement to provide services.

Until the County Council approach Braunstone Town Council regarding the lease and formal transfer of the library to Fabula, no further progress could be made.

## **7. Braunstone Civic Centre – Customer Service Shop**

Members noted that a Service Level Agreement had been approved in May 2016 between Blaby District Council and Braunstone Town Council to continue the services of the Braunstone Customer Service Shop and associated social inclusion initiatives until 2019.

The Service Level Agreement was flexible enough to accommodate joint working with a Library service provider and to accommodate the Town Council's preferred service delivery model for the Library and Customer Service Shop through a combined Community Hub providing public services.

It was noted that Blaby District Council had made a separate decision to no longer accept cash payments for its services at any of its customer service outlets, which means services such as payment of Council Tax by cash were no longer accepted at Braunstone Civic Centre.

Given changes in how customer and payment services would be delivered and the wider vision of both the Town and District Councils to create a community/service hub, it was proposed to undertake a customer survey to understand customer's needs and aspirations. A copy of the proposed survey was circulated for member's perusal. The survey would be available on the Town Council's website and the Customer Service Reception. It was suggested that an appropriate box be available for customers to anonymously return any completed survey forms.

## **8. Thorpe Astley Community Centre – Options Appraisal**

The medical rooms at Thorpe Astley Community Centre were identified as part of the Section 106 agreement for the Thorpe Astley Development as being required, provision for the facility was made within the Community Centre, which opened in 2010. Despite continuing work by the Town Council to secure the use of the medical rooms by the NHS, the rooms remain unused. However, by January 2016, there had been no further progress concerning an agreement and timescales for the delivery of medical services from the Centre. The Policy & Resources Committee agreed that options appraisal be developed for the use of

Thorpe Astley Community Centre Medical Rooms, including proposals from stakeholders and a consultation exercise with users and the community.

The Options appraisal consultation had been made available on the Town Council website, at Braunstone Civic Centre and Thorpe Astley Community Centre, pharmacy and had been forwarded to stakeholders for their comment and suggestions. The closing date for the consultation exercise was 6<sup>th</sup> June 2016 but Policy & Resources Committee may be asked to consider extending the closing date dependant on the number of responses received.

The consultation exercise options for service provision and usage of the medical rooms at Thorpe Astley Community Centre would consult on potentially using the medical rooms

1. Space for the provision of a Bar Facility (in order to allow use of a bar and a kitchen);
2. Small Meeting Room (Treatment Room Only);
3. Interview / Counselling Room (Consultant Room);
4. Office Space (internal, partner or short term licence to third party); and
5. Storage Space for Hirers.

A progress report is due to be submitted to Policy & Resources Committee with recommendations and an action plan for implementation on 9th June 2016.

## **9. Shakespeare Park Improvement Project**

Members were updated on the current situation with the Shakespeare Park Improvement project. It was noted that draft plans for a newly built pavilion in an alternative location had been received and were circulated to the panel. The new position for the building would be easier access for the Bowls Club, Football pitch and tennis courts. Building in another location would avoid the erection of temporary buildings and provide ongoing access to the current pavilion for all groups whilst the building work was being undertaken. Following the completion of the new building, the current building would be demolished and work undertaken to extend and improve the existing car park. During the building project the tennis courts would be used for a secure compound. Following completion of the all the building works the tennis courts would then be refurbished.

During the summer months 2016 a survey would be undertaken with local residents regarding the proposed improvement works to the Shakespeare Park Pavilion. A revised Timetable of proposed works was circulated for member's perusal.

## **10. Panel Work Programme for 2016/2017**

No further work for 2016/2017 were proposed

**11. Termination of the Meeting**

The meeting closed at 8.32pm.

DRAFT

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 1st SEPTEMBER 2016**

#### **Item 4 – Braunstone Town Council Annual Survey Results**

##### Purpose

To receive the results of the Town Council's Annual Satisfaction Survey, including feedback on current initiatives.

##### Survey 2016

On 2nd June 2016, the Citizens Advisory Panel received the proposed survey and endorsed the approach that instead of sending to 300 random addresses, a note be included in the Annual Report, which was published in Braunstone Life to say the survey is available on the Town Council's website and from the Customer Service Shop.

The Annual Survey closes on 31st August, to date, we have received 55 responses (compared to 24 last year and 23 in 2014). Should any further responses be received, these will be reported at the Panel meeting.

##### Results

The results received by 23rd August are summarised in the attached Appendix.

The number of responses for each category is listed on the right and those which didn't answer the question identified separately. The percentage for each response is identified (excluding those who didn't answer the question). Where additional comments were made, these are identified under each question on the left and summarised as bullet points.

## APPENDIX – ANNUAL SURVEY RESULTS 2016

BRAUNSTONE TOWN COUNCIL SATISFACTION SURVEY		Very Satisfied	Satisfied	Dissatisfied	Not aware of this service	Do not use this service	Not answered
<b>What is your opinion of the level of the following services provided by the Council?</b>							
<b>Braunstone Civic Centre</b> ( <i>function rooms, activities, hire charges, etc.</i> ) COMMENTS: <ul style="list-style-type: none"> <li>Very helpful staff</li> <li>The variety of styles of rooms means that many different needs can be met</li> </ul>		<b>24</b> 44.4%	<b>26</b> 48.2%	<input type="checkbox"/>	<b>2</b> 3.7%	<b>2</b> 3.7%	<b>1</b>
<b>Customer Service Shop</b> ( <i>at the Braunstone Civic Centre</i> ) COMMENTS: <ul style="list-style-type: none"> <li>I have used citizen advice in the past and think this is a valuable service for the town residents</li> <li>welcoming</li> </ul>		<b>14</b> 26.9%	<b>19</b> 36.5%	<input type="checkbox"/>	<b>1</b> 1.9%	<b>18</b> 34.6%	<b>3</b>
<b>Thorpe Astley Community Centre</b> ( <i>function rooms, activities, hire charges, etc.</i> ) COMMENTS: <ul style="list-style-type: none"> <li>Not sure where it is</li> <li>Do not use it</li> </ul>		<b>2</b> 4.3%	<b>10</b> 21.3%	<input type="checkbox"/>	<b>1</b> 2.1%	<b>34</b> 72.3%	<b>8</b>
<b>Community Services</b>							
<ul style="list-style-type: none"> <li>Crime Reduction Services (<i>NHW advice, Town Watchers, sale of personal alarms, etc.</i>)</li> </ul>		<b>10</b> 20%	<b>17</b> 34%	<input type="checkbox"/>	<b>8</b> 16%	<b>15</b> 30%	<b>5</b>
<ul style="list-style-type: none"> <li>Grants' Scheme (<i>including assistance to groups in applying for funding</i>)</li> </ul>		<b>11</b> 22%	<b>16</b> 32%	<input type="checkbox"/>	<b>7</b> 14%	<b>16</b> 32%	<b>5</b>
<ul style="list-style-type: none"> <li>Sponsored Programme of Events (<i>type and range of events, etc.</i>)               <ul style="list-style-type: none"> <li>* would like to see more events. For example, some Centre Stage performers – Enderby and Countesthorpe seem to make us of this;</li> <li>Should be more new events</li> </ul> </li> </ul>		<b>12</b> 25%	<b>22</b> 45.8%	<b>2</b> 4.2%	<b>5</b> 10.4%	<b>7</b> 14.6%	<b>7</b>
<b>Open Spaces &amp; Parks</b> ( <i>play equipment, location of litter/dog bins, etc.</i> ) COMMENTS: <ul style="list-style-type: none"> <li>Please make sure that on days with football we are not restricted to just walking around the edges of the park.</li> <li>Very well cared for open spaces. On the merryleas part of mossdale meadows the fences around the trees need to be taken down and dead trees removed</li> </ul>		<b>19</b> 38.8%	<b>21</b> 42.9%	<b>1</b> 2%	<input type="checkbox"/>	<b>8</b> 16.3%	<b>6</b>
<b>Town Council's Website and Social Network pages</b> ( <i>content, ease of use etc.</i> ) COMMENTS: <ul style="list-style-type: none"> <li>Very informative</li> <li>Easy and informative to access</li> <li>Well informed councillors</li> </ul>		<b>11</b> 20.8%	<b>21</b> 39.6%	<b>3</b> 5.7%	<b>2</b> 3.7%	<b>16</b> 30.2%	<b>2</b>
<b>How we Consult and Inform Local Residents</b> ( <i>quality of feedback, information provided, etc.</i> ) COMMENTS:		<b>7</b> 15.2%	<b>27</b> 58.7%	<b>4</b> 8.7%	<b>5</b> 10.9%	<b>3</b> 6.5%	<b>9</b>
<b>The Bar at the Civic Centre</b> ( <i>accessibility, opening hours, etc.</i> ) COMMENTS: <ul style="list-style-type: none"> <li>Would be nice if open for coffee more often</li> <li>Comfortable and welcoming</li> </ul>		<b>17</b> 36.2%	<b>11</b> 23.4%	<b>1</b> 2.1%	<b>2</b> 4.3%	<b>16</b> 34%	<b>8</b>

BRAUNSTONE TOWN COUNCIL SATISFACTION SURVEY	Very Satisfied	Satisfied	Dissatisfied	Not aware of this service	Do not use this service	Not answered
<b>What is your overall opinion of the performance and services provided by Braunstone Town Council?</b> GENERAL COMMENTS: <ul style="list-style-type: none"> <li>Satisfactory</li> <li>Very good x4</li> <li>Excellent</li> <li>Staff at the centre are most helpful and courteous</li> <li>Well done!</li> <li>After being in Braunstone Town for 60 years I am very satisfied with all services provided.</li> <li>Friendly/community minded</li> <li>Friendly service</li> <li>Would like more community events at Thorpe Astley</li> </ul>	<b>14</b> 31.1%	<b>24</b> 53.3%	<b>4</b> 8.9%	<b>1</b> 2.2%	<b>2</b> 4.5%	<b>10</b>
<b>BRAUNSTONE TOWN COUNCIL INITIATIVES</b> <b>Please rate how important you consider the following Town Council services and initiatives</b>	Very Important	Important	Not Important	Not required	Not aware of this initiative	Not answered
<ul style="list-style-type: none"> <li>Ensuring the continuation of Braunstone Town Library               <ul style="list-style-type: none"> <li>Require talking books</li> <li>BTC control – must be kept as a library for all ages</li> <li>Only BTC control – not fabula</li> </ul> </li> </ul>	<b>35</b> 77.8%	<b>9</b> 20%	<b>1</b> 2.2%	<input type="checkbox"/>	<input type="checkbox"/>	<b>10</b>
<ul style="list-style-type: none"> <li>Improvements to the Pavilion, recreation and play facilities at Shakespeare Park</li> </ul>	<b>16</b> 37.2%	<b>16</b> 37.2%	<b>3</b> 7%	<input type="checkbox"/>	<b>8</b> 18.6%	<b>12</b>
<ul style="list-style-type: none"> <li>Providing additional information and services through the customer service shop and extending this service to Thorpe Astley</li> </ul>	<b>8</b> 18.6%	<b>15</b> 34.9%	<b>2</b> 4.7%	<b>1</b> 2.3%	<b>17</b> 39.5%	<b>12</b>
<ul style="list-style-type: none"> <li>Working with our partners to find a suitable use for the medical rooms at Thorpe Astley               <ul style="list-style-type: none"> <li>Essential</li> <li>One of the reasons for our move to Thorpe Astley was there was going to be a surgery at the Community Centre</li> <li>We need medical services – GPs and dentist</li> </ul> </li> </ul>	<b>16</b> 37.2%	<b>10</b> 23.2%	<b>2</b> 4.7%	<b>1</b> 2.3%	<b>14</b> 32.6%	<b>12</b>
COMMENTS: <ul style="list-style-type: none"> <li>Dance floor does not need polish only buffing</li> <li>Ok</li> <li>The town council and their employees have the residents at heart</li> <li>Thank you for your hard work</li> </ul>						

BRAUNSTONE TOWN COUNCIL

BRAUNSTONE TOWN CITIZENS ADVISORY PANEL

BRAUNSTONE TOWN LIBRARY SERVICE – TERMS OF REFERENCE

Braunstone Town  
***“Citizens Advisory Panel”***  
.....INFORM.....CONSULT.....INVOLVE.....

**PURPOSE: To support Braunstone Town Council to work with the community, other partners and stakeholders and to use its offices, powers and influence to keep the Braunstone Town Library open and to provide a better service that is more responsive to the needs of local residents”.**

The Citizens Advisory Panel shall have authority and consent to undertake its work in accordance with the general responsibilities delegated to it and in accordance with the Terms of Reference as set out below:

**Developing future Library provision in Braunstone Town**

- a) Develop options for Library service provision, taking into account the aspirations of service users and the community and the availability of resources.
- b) Identify appropriate and realistic service standards (including customer service and performance), including mechanisms for review and the continued engagement of the community and service users.
- c) Identify new initiatives and potential partnership arrangements, including sources of funding in order to provide a better and more responsive service.
- d) Promote the involvement of volunteers and community groups in providing Library services and make recommendations on the balance of resources between paid, volunteer and professional staffing and support.

**Ensuring a better and more responsive Library service in Braunstone Town**

- e) Assess emerging new priorities, undertake benchmarking and research best practice, assess the availability of resources and recommend improvements to Library provision.
- f) Assess the needs of the community undertaking consultation utilising a range of methods and tools and make appropriate recommendations where necessary to revise customer service standards and service provision.
- g) Make recommendations on appropriate performance measures and future targets and receive regular performance monitoring reports and make recommendations on improvements where necessary.
- h) Review the effectiveness of mechanisms to engage the community and volunteers in the provision of a Library Service.

The Panel will evidence its work and make appropriate recommendations to the Council's Policy & Resources Committee.

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 1st SEPTEMBER 2016**

#### **Item 6 – Shakespeare Park Improvement Project**

##### Purpose

To receive an update on progress with improvement to the pavilion, sport, recreation and play facilities at Shakespeare Park.

##### Progress to Date

Since the last meeting of the Citizens' Advisory Panel on 2nd June 2016, the following progress has been made:

- i. the Architect, HSSP, has finalised layout plans for the site (see Appendix 1) along with finalising layout plans for Pavilion (see Appendix 2);
- ii. Axis M&E Consulting Engineers have produced preliminary external lighting designs including lighting calculations with Lux levels (see Appendix 3);
- iii. Design/layout options for the playground have been put together (see Appendix 4);
- iv. Layout and access plans for the construction and works has been devised (see Appendix 5);
- v. 26th July 2016, the Annual Sports Clubs Meeting held between the Town Council and the sports clubs which use the Town Council's facilities were briefed on the project and received design and layout options for the Site and Pavilion; and
- vi. the Shakespeare Park Improvement Working Group met on 17th August 2016 to consider the final designs and endorsed the plans for approval and made the following observations:
  - a) solar Panels should be installed on the Pavilion roof (Bowling Green side);
  - b) consideration be given to heating systems which make use of the waste materials generated by maintenance on the site (e.g. grass cuttings and hedge and tree chippings);
  - c) the ground to the South East of the Pavilion (adjacent to the rear of Shakespeare Drive) be used as a nursery/composting area to assist maintenance of the Bowling Green; and
  - d) consideration be given to further locations for replacement trees.

Large copies of the appended plans will be available at the Panel meeting.

## Consultation

The proposals are open for Public Consultation from 1st – 23rd September 2016 with the wider community, which has a stake in the project:

- members of the sports clubs
- Town Councillors
- Other public authorities, e.g. Blaby District Council
- users of the Park, including the playground, tennis courts and recreation field
- local residents

Consultation enables those with a stake in the project to learn more about the project and its objectives, make suggestions and offer support and involvement. Consultation forms an essential criteria for most funding streams.

The following information is being provided for the consultation:

1. site layout, including lighting;
2. pavilion design, elevations and floor plan, including lighting;
3. playground improvements and design, including proposed equipment;
4. proposals for tennis courts
5. layout and access arrangements for the construction; and
6. timescales.

The Consultation will take the following form:

1. consideration by the Town's Citizens' Advisory Panel;
2. publication on the Town Council's website;
3. display at Braunstone Civic Centre;
4. drop-in information and consultation event at Braunstone Civic Centre on Tuesday 20th September between 5pm and 8pm; which will incorporate a 3D CAD Model; and
5. information and consultation with the wider membership of both the Bowls and Football clubs.

Publicity concerning the consultation is intended for distribution as follows:

1. information posters on site and at Braunstone Civic Centre;
2. information leaflets to neighbouring properties, available at Braunstone Civic Centre and to clubs for further distribution;
3. website and social media;
4. Braunstone Life; and
5. Email to stakeholders and partners (providing link to website).

## Timescales

The following is a revised indicative timescale for the project, based on rebuilding the Pavilion in a new location and demolishing the existing building and extending the car park:

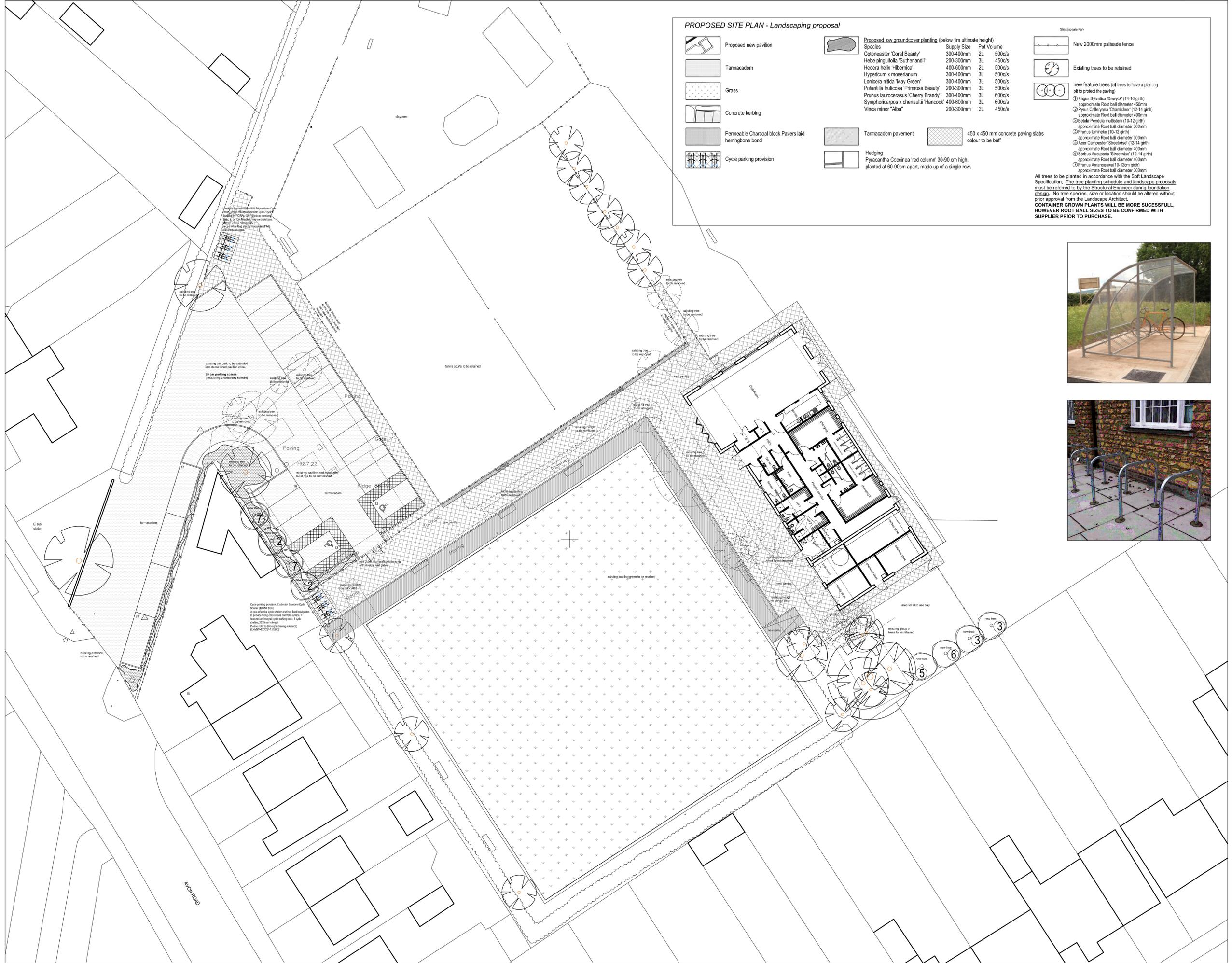
August 2016	<ul style="list-style-type: none"> <li>• Working Group meeting to consider final design options for the Pavilion and Site and a schedule of work, including timescales</li> <li>• Approval of proposals by Policy &amp; Resources Committee for public consultation, obtaining funding and appointment of professional services</li> </ul>
September 2016	<ul style="list-style-type: none"> <li>• Public and Partner Consultation</li> <li>• Consideration by Citizens' Advisory Panel</li> <li>• Pre-application Planning Advice</li> <li>• Establishing wider Partnership arrangements/support</li> <li>• Investigating funding sources</li> </ul>
October 2016	<ul style="list-style-type: none"> <li>• Investigating funding sources</li> <li>• Assessment and modifications following consultation</li> <li>• Working Group meet to consider consultation responses and potential amendments to the project</li> <li>• Approval by Policy &amp; Resources Committee of final specifications, timescales and funding for the project and establishment of Panel for awarding Contracts</li> </ul>
November 2016	<ul style="list-style-type: none"> <li>• Planning Application Submission (8 Weeks)</li> <li>• Applications for Funding</li> </ul>
December 2016	<ul style="list-style-type: none"> <li>• Exploring options around long term leases with Clubs</li> </ul>
January 2017	<ul style="list-style-type: none"> <li>• Planning Approval</li> <li>• Preparation of Building Regulation Application and Submission</li> <li>• Obtaining Estimates for Proposals</li> <li>• Tender Submission</li> </ul>
February 2017	<ul style="list-style-type: none"> <li>• Commencement of works on Playground</li> <li>• Tender Return</li> </ul>
March 2017	<ul style="list-style-type: none"> <li>• Lead in Period</li> <li>• Closure of Tennis Courts for Plant</li> </ul>
April 2017	<ul style="list-style-type: none"> <li>• Commencement of Building Works on Pavilion</li> <li>• Commencement of works on Playground</li> </ul>
May 2017	<ul style="list-style-type: none"> <li>• Completion of works on Playground</li> </ul>

January 2018	<ul style="list-style-type: none"> <li>• Pavilion becomes fully operational</li> <li>• Demolition of Old Pavilion begins</li> <li>• Works on Car Park and Car Park extension</li> <li>• Commencement of work on Tennis Courts</li> </ul>
February 2018	<ul style="list-style-type: none"> <li>• Completion of Building Works on Pavilion</li> <li>• Completion of work on Tennis Courts</li> <li>• Site becomes fully operational</li> </ul>

### Action Requested

The Panel are invited to consider:

1. Information to be provided for consultation; methods of consultation; publicity and promotion of consultation; is there anything else which should be included or groups to be consulted?
2. The proposed layout of the site and design of the proposed Pavilion, including outline proposals for the playground; do these meet the future needs of the Town, its residents and sports clubs? Are there any other issues which the Town Council should consider?
3. The arrangements for construction and timescales; are these appropriate? Are there any other mitigating measures to consider?



**PROPOSED SITE PLAN - Landscaping proposal**

Species	Supply Size	Pot Volume
Cotoneaster 'Coral Beauty'	300-400mm	2L 500c/s
Hebe pinguifolia 'Sutherland'	200-300mm	3L 450c/s
Hedera helix 'Hibernica'	400-400mm	2L 500c/s
Hypericum x mossianum	300-400mm	3L 500c/s
Lonicera nitida 'May Green'	300-400mm	3L 500c/s
Potentilla fruticosa 'Primrose Beauty'	200-300mm	3L 500c/s
Prunus laurocerasus 'Cherry Brandy'	300-400mm	3L 600c/s
Symphoricarpos x chenaultii 'Hancock'	400-600mm	3L 600c/s
Vinca minor 'Alba'	200-300mm	2L 450c/s

**Proposed low groundcover planting (below 1m ultimate height)**

**Planting Schedule:**

- ① Fagus Sylvatica 'Dawyck' (14-16 girth) approximate Root ball diameter 450mm
- ② Pyrus Calleryana 'Charadeir' (12-14 girth) approximate Root ball diameter 400mm
- ③ Ilex Pendula mollis (10-12 girth) approximate Root ball diameter 300mm
- ④ Prunus Umeko (10-12 girth) approximate Root ball diameter 300mm
- ⑤ Acer Campestre 'Stroehel' (12-14 girth) approximate Root ball diameter 400mm
- ⑥ Sorbus Aucuparia 'Streetwise' (12-14 girth) approximate Root ball diameter 400mm
- ⑦ Prunus Amanogawa (10-12cm girth) approximate Root ball diameter 300mm

**All trees to be planted in accordance with the Soft Landscape Specification. The tree planting schedule and landscaping proposals must be referred to by the Structural Engineer during foundation design. No tree species, size or location should be altered without prior approval from the Landscape Architect.**

**CONTAINER GROWN PLANTS WILL BE MORE SUCCESSFUL, HOWEVER ROOT BALL SIZES TO BE CONFIRMED WITH SUPPLIER PRIOR TO PURCHASE.**



P2 07.06.16 SG Storage area reconfigured, additional parking spaces added and cycles relocated as per clients comments  
 P1 31.05.16 SG Additional parking spaces added, storage space added as per clients comments

Rev. Date. Drawn.

**hssp architects**

Pera Innovation Park, Nottingham Road  
 Melton Mowbray, LE13 0PB

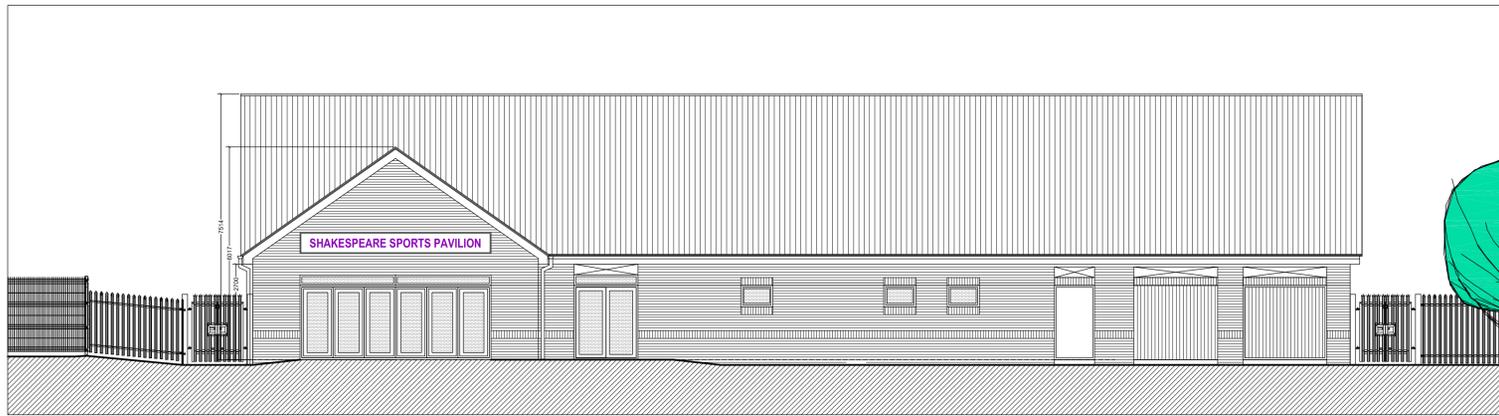
Telephone: 01664 563 288 Fax: 01664 503 360  
 E-Mail: info@hssparchitects.co.uk Web: www.hssparchitects.co.uk

Project:  
 Proposed New Pavilion  
 Shakespeare Road  
 Braunstone  
 For Braunstone Town Council

Title:  
**PLANNING**

Scale: 1:200	Drawn: SG	Checked: NC	Date: May '16
Drawing No: 7209-03-005			Revision: P2

HSSP AT



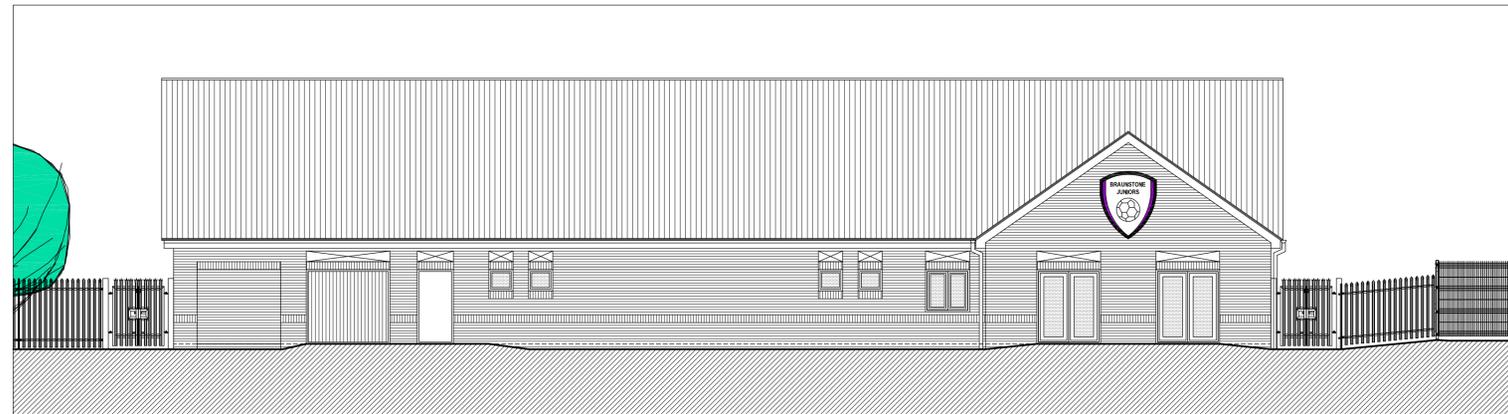
PROPOSED SOUTH WEST (Front) ELEVATION



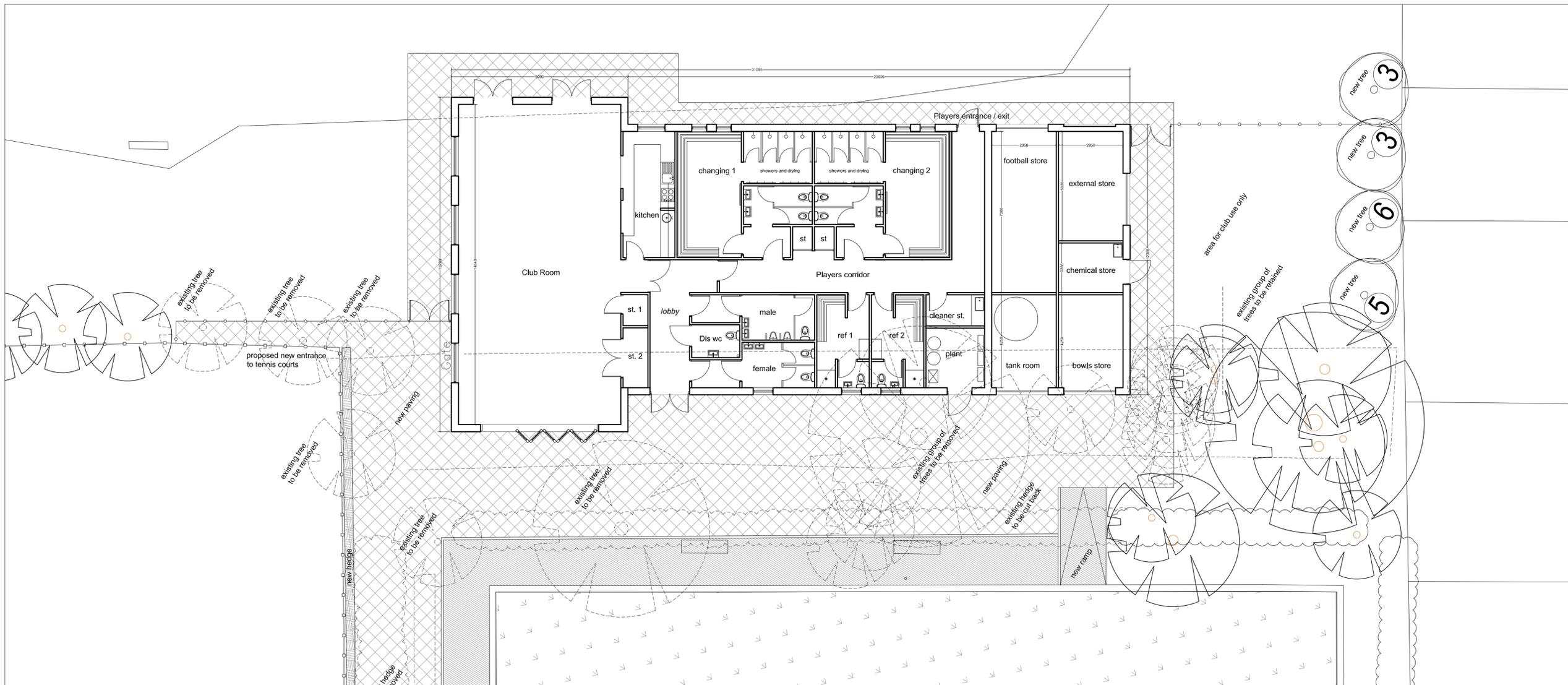
PROPOSED SOUTH EAST (Side) ELEVATION



PROPOSED NORTH WEST (Side) ELEVATION



PROPOSED NORTH EAST (Rear) ELEVATION



PROPOSED GROUND FLOOR PLAN

P2 07.06.16 SG Storage area reconfigured as per clients comments  
P1 31.05.16 SG Additional parking spaces added, storage space added as per clients comments

Rev. Date. Drawn.



Pera Innovation Park, Nottingham Road  
Melton Mowbray, LE13 0PB

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Project:  
Proposed New Pavilion  
Shakespeare Road  
Braunstone  
For Braunstone Town Council

Title:  
PLANNING

Scale: 1:200	Drawn: SG	Checked: NC	Date: May '16
Drawing No: 7209-03-006		Revision: P2	

**Compliance Status:**

Pol 04 Reduction of night time light pollution	Pass
Ene 03 Energy efficient external lighting	Fail
Hea 01 Internal and external lighting levels	Pass

**BREEAM**

P28389 - New Sports Pavilion, Shakespeare Road, Braunstone



Qty	Range	Lamp type	LAMP Lumens	Circuit Watts	Lm/W	LOR	Total Lumens	ULR	Upward Lumens	RA	Hour Per Day	CO2 (Tonnes)	Kwh/our
8	Auriga	60w LED (ST)	5700	60.0	97.50	71.1%	32421.6	0.4%	129.6964	60	12	1.15	2192.40
12	Alfresco (hood)	25w LED	2081	25.0	12.97	15.1%	3770.772	6.9%	260.183288	60	12	0.72	1314.00

Total Installation Lumens	36192.372	389.86968	Total ULR	1.08%	Total CO2 per year (Tonnes)	1.86
Table 1 compliance	Environmental zone	E3	Total Electrical consumption (Kwh)			0.78
	Target	Achieved	Status		Total Electrical consumption per year (Kwh)	3,416.40
	5.00%	1.08%	Pass		Average luminaire lumens per circuit Watt	40.40

Source Intensity (candelas)	10,000	640	Pass	
Pre curfew	1,000	0	Pass	Note - we have assumed no fittings will be left on Post curfew
Light Trespass into windows (Lux)	10	2	Pass	
Pre curfew	2	0	Pass	Note - we have assumed no fittings will be left on Post curfew
Building Luminance (cd/m²)	10			

The criteria for a design to achieve the ENE 03 credit have now changed. Designs are now required to achieve an average of 60 luminaire lumens per circuit watt. This affects the type of fitting and light source that can be used. Please ensure that this is considered when comparing this drawing to previous designs or designs by others. For more information contact our lighting design department or go to : <http://go.givgq.ny> (BREEAM's official website)



**Calculation Summary**

Label	CalcType	Units	Avg	Max	Min	Min/Avg	Min/Max
Access Road & Car Park	Illuminance	Lux	20.12	44	5	0.25	0.11
Building Perimeter	Illuminance	Lux	17.28	35	5	0.29	0.14
ObtrusiveLight_1 Cd Seg1	Obtrusive Light - Cd	N.A.	86.63	258	39	0.45	0.15
ObtrusiveLight_1 Cd Seg2	Obtrusive Light - Cd	N.A.	54.92	126	37	0.67	0.29
ObtrusiveLight_1 Cd Seg3	Obtrusive Light - Cd	N.A.	51.50	76	38	0.74	0.50
ObtrusiveLight_1 Cd Seg4	Obtrusive Light - Cd	N.A.	44.60	87	37	0.82	0.43
ObtrusiveLight_1 Cd Seg5	Obtrusive Light - Cd	N.A.	46.27	52	38	0.82	0.73
ObtrusiveLight_1 Il1 Seg1	Obtrusive Light - Il1	Lux	0.63	2	0	N.A.	N.A.
ObtrusiveLight_1 Il1 Seg2	Obtrusive Light - Il1	Lux	0.08	1	0	N.A.	N.A.
ObtrusiveLight_1 Il1 Seg3	Obtrusive Light - Il1	Lux	0.00	0	0	N.A.	N.A.
ObtrusiveLight_1 Il1 Seg4	Obtrusive Light - Il1	Lux	0.00	0	0	N.A.	N.A.
ObtrusiveLight_1 Il1 Seg5	Obtrusive Light - Il1	Lux	0.00	0	0	N.A.	N.A.
ObtrusiveLight_2 Cd Seg1	Obtrusive Light - Cd	N.A.	110.15	640	9	0.08	0.01
ObtrusiveLight_2 Cd Seg2	Obtrusive Light - Cd	N.A.	61.58	125	39	0.63	0.31
ObtrusiveLight_2 Cd Seg3	Obtrusive Light - Cd	N.A.	66.35	159	38	0.57	0.24
ObtrusiveLight_2 Cd Seg4	Obtrusive Light - Cd	N.A.	47.93	108	37	0.73	0.34
ObtrusiveLight_2 Il1 Seg1	Obtrusive Light - Il1	Lux	0.55	2	0	N.A.	N.A.
ObtrusiveLight_2 Il1 Seg2	Obtrusive Light - Il1	Lux	0.25	1	0	N.A.	N.A.
ObtrusiveLight_2 Il1 Seg3	Obtrusive Light - Il1	Lux	0.20	1	0	N.A.	N.A.
ObtrusiveLight_2 Il1 Seg4	Obtrusive Light - Il1	Lux	0.00	0	0	N.A.	N.A.
ObtrusiveLight_3 Cd Seg1	Obtrusive Light - Cd	N.A.	43.86	55	31	0.71	0.56
ObtrusiveLight_3 Il1 Seg1	Obtrusive Light - Il1	Lux	0.00	0	0	N.A.	N.A.
Walkways	Illuminance	Lux	19.54	38	8	0.41	0.21

**Luminaire Schedule**

Symbol	Qty	Label	Arrangement	Description
A	8	A		60w LED Auriga with street optic column mounted at 6m
B	12	B		25w LED Alfresco bulkhead with hood wall mounted at 3m

rev.	description	date	drawn	approved
A	For Planning Application	July 16	NR	CW

Information  approval  tender  contract  construction

**Axis Mechanical & Electrical Consulting Engineers**  
 No.8 Poplars Court  
 Lenton Lane  
 Nottingham  
 NG7 2RR  
 United Kingdom  
 tel: +44 (0) 115 9791875  
 fax: +44 (0) 115 9249179  
 email: mail@axisconsult.co.uk  
 web: www.axisconsult.co.uk



**client**  
 HSSP ARCHITECTS

**project**  
 NEW SPORTS PAVILION  
 SHAKESPEARE ROAD  
 BRAUNSTONE

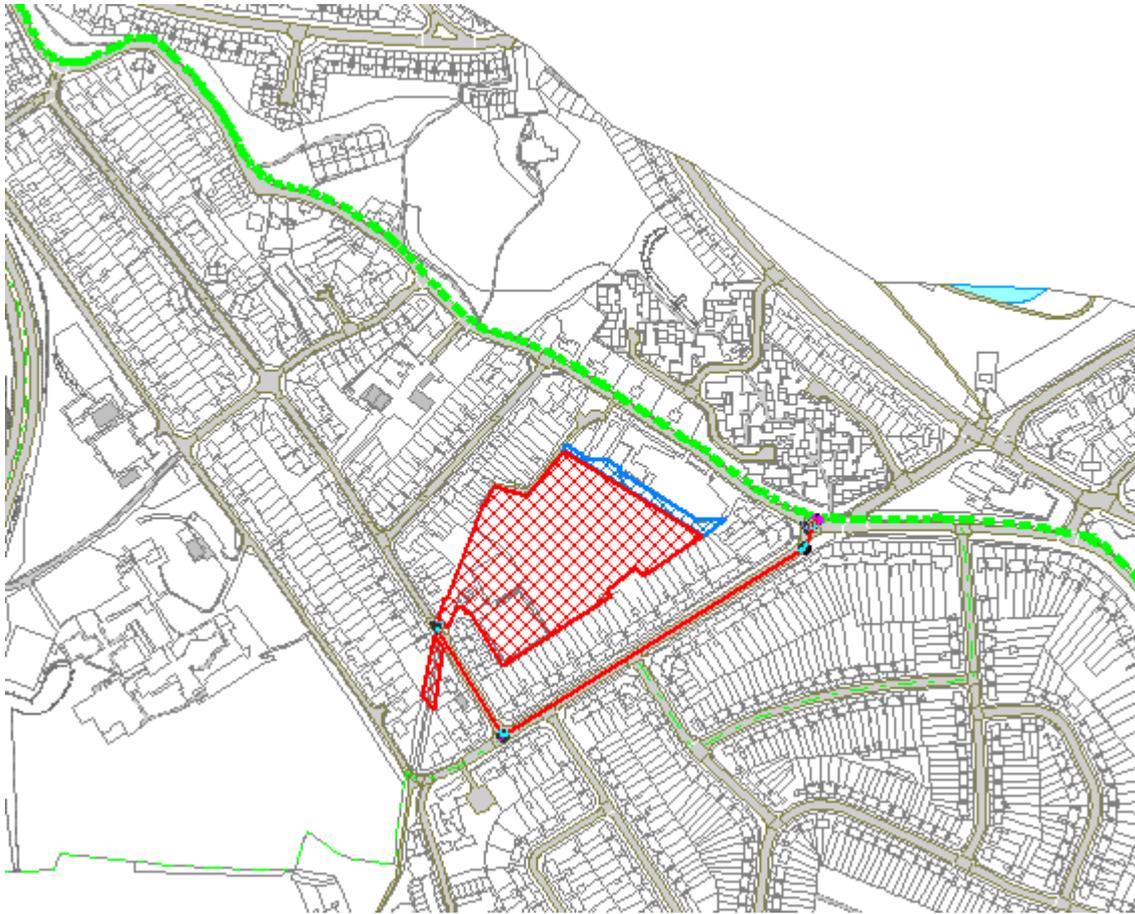
**drawing**  
 PROPOSED EXTERNAL LIGHTING

drawn	approved	date	scale
N.R.	C.W.	JULY '16	1:250 @ A1

drawing ref. AX1680-E-01 revision A



## **APPENDIX 5 – CONSTRUCTION ARRANGEMENTS AND VEHICULAR ROUTE**



**Access for Construction, Delivery and Contractor Plant Vehicles:** From A47/A5460 via Braunstone Lane, Shakespeare Drive and Avon Road.

**Site Compound:** *Pavilion and Car Park Works:* Existing Tennis Courts (to be closed during construction). *Playground:* Playground site/adjacent area of recreation field (unless space to accommodate on existing tennis courts). *Tennis Courts:* Part of extended new Car Park.

**Vehicular Car Parking:** Existing Car Park and once completed new car park (specific temporary arrangements to be made on construction of the car park).



## **BRAUNSTONE CUSTOMER SERVICE SHOP**



### **CUSTOMER SURVEY 2016**

#### **Item 7**

**1. How did you contact the Customer Services of the Braunstone Customer Service Shop?**

- 14** In Person
- 2** By telephone
- 0** By email
- 0** By web enquiry
- 3** other

**2. If you attended in person, what was your initial impression of the Customer Service Reception with regard to the following?**

**Welcome and acknowledgment received by staff on arrival?**

- Very polite & helpful
- Always pleasant and welcoming
- Fine group of girls – no problem!
- Always a smile and warm welcome
- Very friendly
- Well received, charming
- The centre staff are always polite, friendly and helpful
- Friendly
- Very helpful and friendly
- Friendly

**Impression of the physical aspects of the Customer Service Reception?**

- Welcoming, easy access to counter
- Acceptable
- Well balanced and pleasant reception area
- Very clean and tidy
- Very good
- N/A – too personal
- Very professional
- Tidy, clean
- A bit out of date
- Don't understand this question

- Polite and kind always
- Generally good – no problem!
- Staff always very cheerful and helpful, a pleasure
- Good service
- Helpfulness
- Helpful
- Quick, helpful, direct

**3. Was there anything that particularly stood out about the service you received?**

- Not at all intimidating, pleasurable experience
- Good
- Friendly
- Wonderful helpful staff. Very smart and pleasant.

**4. What was your reason for contacting Braunstone Town Council Customer Service Desk?**

- 4** To make a room booking/confirm details of a function booked at one of our centres
- 11** To make a payment to Blaby District Council
- 2** To report problems with street lighting /highways/dog fouling/environmental issues
- 1** To forward benefit information to Blaby District Council
- 2** To report issues with open spaces/parks within Braunstone Town
- 5** To make a purchase such as show tickets, dog bags, security devices etc.
- 0** To make a complaint
- 3** Other

- Borrowing radar key
- Planning proposal extension – Millfield School
- Pension enquiry

**5. Were you satisfied with how your enquiry was dealt with?**

- 0** No, dealt with very poorly
- 0** No, it was unsatisfactory
- 3** It was ok
- 9** Yes, it was very good
- 7** Outstanding service

**6. How would you describe the attitude and demeanour of the Customer Service Advisors?**

- 13** Excellent
- 7** Good
- 0** Average
- 0** Poor
- 0** Unacceptable

**7. Can you rate the Customer Advisor's behaviour in the following areas between 0 and 5, 0 being unacceptable and 5 being excellent?**

Patience	Rate 5 5 5 5 5 5 5 5 4 5 3 4 4 5 3 4 4
Enthusiasm	Rate 5 5 5 5 5 5 5 4 4 5 4 4 4 5 3 3 3
Careful listener	Rate 5 5 5 5 5 5 5 4 4 5 4 4 4 5 3 4 4
Friendliness	Rate 5 5 5 5 5 5 5 5 4 5 4 4 4 5 4 4 5
Responsiveness to query	Rate 5 5 5 5 5 5 5 5 4 5 4 4 4 5 5 4 4
Time waiting to be served	Rate 4 5 5 5 5 5 5 4 4 5 3 4 4 5 4 3 5
Time take to deal with query	Rate 5 5 5 5 5 5 5 5 4 5 3 4 4 5 5 3 5
Other	

**8. I found the Customer Service Advisor very well informed about my particular query**

- 0 Strongly disagree
- 0 Somewhat disagree
- 4 Neutral
- 5 Somewhat agree
- 10 Strongly agree

Please let us know what problems you had if you strongly or somewhat disagreed with this statement

**9. Did you experience any problems with the Customer Service Advisor when dealing with your enquiry (Please tick more than one if applicable)?**

- 0 Gave me the wrong information
- 0 Didn't understand the question
- 0 Gave unclear answers
- 0 Couldn't solve the enquiry
- 0 Disorganised
- 8 No improvement needed
- 1 Other

- If no knowledge of enquiry then staff find out for me
- Sometimes your systems let your staff down, which is not their fault, having to wait or restart
- Took notes and my details. I hope it will be passed on to the right department

**10. Are there any services you would like to see offered at the Braunstone Service Shop?**

- Annual update and 'freshing up.'
- Rather than fill these forms in and pay the expense, perhaps someone could sit and quietly observe over a period of time
- Quite satisfied
- Free cash point x 2

**Alternatively you can complete and submit the questionnaire on line by visiting  
[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)**

**Many thanks for completing the questionnaire. Your opinions are important to us and will be used to improve and enhance the service that we offer all our customers.**



## BRAUNSTONE TOWN COUNCIL

### CITIZENS' ADVISORY PANEL – 1st SEPTEMBER 2016

#### Item 8 – Neighbourhood Planning

##### Purpose

To consider the merits of undertaking neighbourhood planning, including identification of themes which would need to be considered.

##### What is Neighbourhood Planning?

Since April 2012, local communities have been able to produce Neighbourhood Plans for their local area, putting in place planning policies for the future development and growth of the neighbourhood. The nearest communities to have adopted a Neighbourhood Plans are Broughton Astley and Market Bosworth, with Fosse Villages (south Blaby District), Blaby parish and Leicester Forest East currently developing plans.

The elements of neighbourhood planning under the Localism Act are:

- a) **Neighbourhood Plans:** a Neighbourhood Plan is a community-led framework for guiding the future development and growth of an area. It may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development. Neighbourhood plans relate to the use and development of land and associated social, economic and environmental issues. It may deal with a wide range of issues (like housing, employment, heritage and transport) or it may focus on one or two issues that are of particular importance in a local area. A Neighbourhood Plan will be subject to examination and referendum and then form part of the Local Development Plan. This statutory status gives Neighbourhood Plans far more weight than some other local planning documents, such as parish plans, community plans and village design statements.
- b) **Neighbourhood Development Orders:** A Neighbourhood Development Order is a means for parish/town councils to grant planning permission for certain kinds of development within a specified area. These orders may apply to the whole or just part of the neighbourhood area. Developments could include:
  - grant permission for flats above shops, and
  - give permission for changes to shop fronts.
- c) **Community Right to Build Orders:** A Community Right to Build Order can be used to grant planning permission for development schemes, e.g. housing. Local community organisations that meet certain requirements along with parish/town councils are able to prepare Community Right to Build Orders. Projects could include developments such as:
  - family homes to sell on the open market,
  - affordable housing for rent,

- sheltered housing for local residents, and
- community facilities such as a community centre or children's playground.

It is necessary to gain a more than 50% 'yes' vote in a public referendum to bring these plans and orders into force.

### What is a Neighbourhood area?

Braunstone Town Council is the qualifying body for leading a Neighbourhood Plan in a designated neighbourhood area that includes all or part of the parish. Further arrangements apply if the Neighbourhood is in a multi-parished area and/or includes non-parished areas.

Determining the Neighbourhood Area depends upon the issues that the Council would be seeking to address through the Neighbourhood Planning process.

### What issues can Neighbourhood Planning Address?

The plan must address land based issues but can cover themes in any planning strategy, for example:

- Housing, Affordable Housing,
- Retail, Shopping,
- Employment,
- Transport, Air Quality,
- Leisure, Healthy Living,
- Health Services,
- Protecting Heritage,
- Open Spaces,
- Environment, Crime Reduction,
- Community facilities and services.

Neighbourhood planning can identify sites for development and sites for protection and where a change of use may be resisted, e.g. in a Neighbourhood Shopping area. It is about guiding and shaping development, not undermining the delivery of development. Neighbourhood planning could also guide the provision of infrastructure, for example, setting out priorities for new development such as improving pedestrian links, upgrading paths and open space. This would inform subsequent negotiations between local authorities and developers.

The plan could include things like improvement of streets and public spaces or where community facilities should be located. This would provide the context for negotiations with local authority departments (e.g. highways) and could help to influence their future works or development.

### What is involved in preparing a Neighbourhood Plan/Development Order?

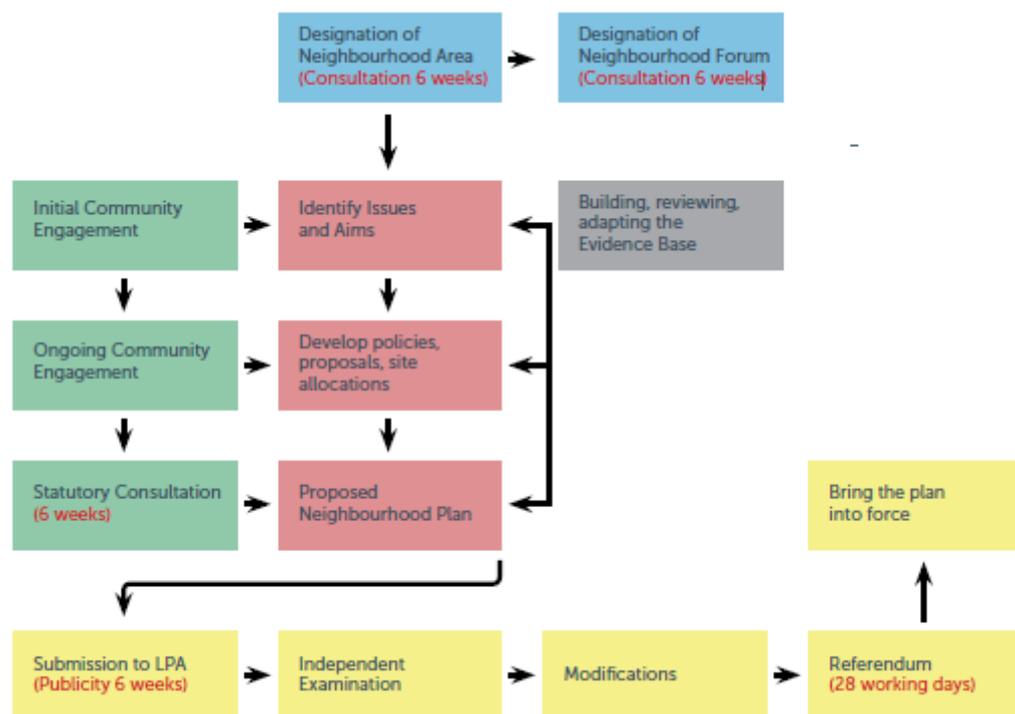
There are three main stages to producing a Neighbourhood Plan. These are:

- a) Getting Established – submit the proposed neighbourhood area to the local planning authority for designation;
- b) Preparing the Plan – preparing to write a Neighbourhood Plan includes publicity, development of local partnerships, community consultation and engagement and the building of an evidence base; this will inform the

development of a vision and/or aims for the plan. These in turn will inform the formulation of policy, proposals and site allocations. Community engagement will be necessary at all stages of the plan-making process;

- c) Bringing the Plan into Force – the proposed Neighbourhood Plan/Development Order will be submitted to the local planning authority, which will check that proper procedures have been followed in its preparation and that any necessary assessments accompany the plan. Following a period of publicity, the local planning authority will arrange for an independent examination and organise the public referendum, subject to the plan meeting legal requirements.

The diagram below sets out the process in more detail:



### Is a Neighbourhood Plan worth the effort?

A Neighbourhood Plan offers several advantages over simply relying on the Local Plan produced by the Planning Authority or on more informal plans, like community plans or parish plans:

- Community-Led – led by the Town Council rather than the District Council’s planning department; the Town Council would write the plan (or ask others to write the plan, but under its control); there is an opportunity to engage with the wider community from the beginning of the plan preparation process, to make sure it genuinely represents the aspirations and needs in the local area;
- More Influence - a Neighbourhood Plan is part of the statutory development plan for the area, meaning the District Planning Authority and planning inspectors would have to refer to it alongside other plans and material considerations when considering planning applications or appeals;
- Relevance – whilst the Local Plan covers the whole district, a Neighbourhood Plan would be focused on the needs of the neighbourhood area and would allow the local community to specify in more detail what they expect from development. For example, it could contain more detail on things like urban

design, affordable housing, and preferred sites/locations for housing and other development;

- Establishing a Dialogue – the process of producing Neighbourhood Plans/Development Orders will involve a range of organisations, departments and local partners; this could establish a range of dialogues which would otherwise probably not take place, potentially influencing the activities of the various organisations; and
- Site Allocation – depending on the level of detail in the Local Plan, the Neighbourhood Plan allows the community to develop criteria and choose which sites are allocated for what kind of development.

However, a Neighbourhood Plan offers several challenges to both the Town Council and the local community, which needs to be assessed against the potential opportunities:

- Effective Community Engagement – in order to demonstrate community involvement, the community must have a real say and influence over the key themes, policies and site allocations; in order to effectively do this community consultation and engagement resources have to be committed to engaging stakeholders through a variety of engagement methods, in a way which is understandable and meaningful, in order that they may contribute to the process;
- Addressing conflicting demands – the complexity of planning and the variety of aspirations within communities means that there are likely to be a wide range of issues identified, in practice there may be conflicting demands which would need to be resolved and dealt with in accordance with wider evidence and technical data; this could require further consultations and reappraisals of the evidence;
- Planning Policy – because the Neighbourhood Plan is a statutory plan it must conform to certain standards in terms of how it is prepared, what is included and how the evidence and sustainability appraisals are gathered and assessed, this requires skilled technical resources as well as administrative and management resources; and
- Delivery – the Town Council would need to consider, once it had undertaken the detailed and resource intensive process of engaging a community, identifying themes, writing the policies and gaining approval through a referendum, whether the aspirations and policies can be practically delivered; for example, most community resources would need funding from developer contributions resulting from medium to large scale developments; or protecting a Neighbourhood Shopping area relies upon business to trade in that area, otherwise the street scene could contain empty shop fronts; the Town Council will be familiar with the realities of turning aspirations and policy into delivery in respect of the provision made at Thorpe Astley Community Centre for a medical facility.

The Neighbourhood Planning tools must conform to local planning policies already in force in the area. The decision on whether to produce a Neighbourhood Plan, or to identify the scope and content of the plan, depends to a significant extent on the adequacy of existing local policies contained in the Local Plan (core strategy) or in current or future Development Plan Policies. If existing policy is robust and relevant to the neighbourhood area, then there may be no need for a Neighbourhood Plan, or a simpler and more selective plan could be produced.

## Potential Themes

11 potential themes have been identified by the Town Council for potential inclusion in a Neighbourhood Plan and these have been initially assessed and advice given by Planning Officers at Blaby District Council concerning the merits of addressing them through a Neighbourhood Plan, which is set out below:

### **1. Conservation of the Parish's landscapes and biodiversity**

Conservation, design and the built environment feature generally in the Core Strategy but specifics relating to the place or places in Braunstone Town will not feature. Should it be important to identify and protect the characteristics and local distinctiveness of the Town's landscapes (both built and natural) then a Neighbourhood Plan would be the vehicle to achieve this.

Other tools which could be considered are conservation area status for specific areas of the Town, such as Braunstone Village.

### **2. New housing - affordable, sustainable, small scale**

The Core Strategy has not identified Braunstone Town as an area for new housing due to the constraints. Most developers are looking for large sites and it is these economies of scale which enable them to provide affordable housing and housing which meets modern energy efficiency standards. Neighbourhood Planning is not the mechanism for meeting modern energy efficiency standards, these are applied through Building Regulations.

It is possible that large sites could become available with the closing of other uses and facilities, nonetheless, if the site is sustainable it is likely to be granted permission. The main impact of a Neighbourhood Plan in such circumstances would be design, as covered under 1 above.

### **3. Existing housing - developments which are environmentally sound and which meet criteria (e.g. a presumption against changes which adversely affect a street scene or neighbours' amenity) laid down by the Town Council in a Neighbourhood Plan**

The Neighbourhood Plan could not contradict Permitted Development Rights as set out in the national planning legislation. As mentioned above environmental soundness is set out in Building Regulations and must be enforced by this method, which the Neighbourhood Plan could not contradict.

The planning regulations are stricter on impact on the street scene, nonetheless, as mentioned in 1 above, a Neighbourhood Plan would be the route through which distinctiveness and characteristics of the street scene could be identified and relevant design standards developed.

### **4. Specific open spaces policies - preservation, improvement, environmental, acquisition**

Preservation of Open Spaces is covered by the Core Strategy. The District Planning Authority has commissioned an Audit of Open Spaces which both

identifies public open space and where there are deficiencies. The Open Space Audit will inform the developer contributions process, which as mentioned in 2 above relies upon a significant sustainable housing development in the Town in order to receive such contributions. Any sale of open space for housing would require an equivalent or better investment in providing alternative open space, which would apply to all open space regardless of the landowner. Although it should be noted that the majority of the open space in the Town is owned/managed by the Town Council.

As mentioned in 1 above, the main benefit of a Neighbourhood Plan would be to conserve and protect the character of the open space. Should the Town Council consider 1 to be important then including open spaces with conservation and design would be appropriate.

**5. A spatial plan setting out where development can take place and where it can't**

Spatial planning is the core of Neighbourhood Planning and it is important to note, that in order to consider privately owned sites for an alternative designation, the landowner must consent to this.

In relation to Braunstone Parish, consideration will need to be given to the impact a spatial planning exercise could have. Meridian is designated employment land in the Core Strategy and Meridian Leisure as a Leisure Facility. There is limited green field land in the Town (land to the north of Watergate Lane and east of Lubbesthorpe way being the only significant site). There are other sites, which if a change of use or sale occurred could be a significant site for housing (for example land currently in employment use, allotment land or schools), however, it is not likely that the owners of these sites would identify them as sites for housing or another use.

**6. Support for small businesses**

Neighbourhood Planning is a land based planning system, therefore, support for small business would be in the form of spatial planning and identifying land for small businesses, provision would need to be evidenced, i.e. is there a need for small business sites in the Town.

Protecting existing sites would be an area for Neighbourhood Planning and with all spatial planning would need to be evidenced, designation of employment land would mean that an application for a change of use would have to demonstrate that the current employment use was not viable.

**7. Policies on retention and development of shopping areas, including (a) balance between types of shop, (b) exclusion of some types of shop and (c) regard for the environment**

The Core Strategy covers large retail site designation, such as the Fosse Park/Junction 21 area and main centres, for example Blaby, Enderby and Glenfield. The Core Strategy does not deal with community / neighbourhood shopping areas/centres. However, it is worth noting that Blaby District Council are planning a Retail Study to complement the local development plan policies which is aiming to look at protection policies and identifying needs in

terms of types of retail outlet. The draft policy is due for consultation in October 2016.

Similarly to 6 above, retention and development of shopping areas and types of shop would need to be evidenced, Neighbourhood Plan policies in this respect would also mean that an application for a change of use would have to demonstrate that the current retail use was not viable. In determining whether such a policy is necessary within a Neighbourhood Plan, the Town Council would need to consider the impact of the measures in the emerging District Retail Study.

**8. Policies on allotments and community facilities - location, additional requirements**

Allotments are protected under Open Spaces policies. Any change of use would need to demonstrate that the present land designation was not viable.

**9. Transport and traffic - pedestrian protection, traffic calming, cycle routes, parking, road lighting, bus shelters**

The Core Strategy accommodates the County Council 6Cs Design Guide for transport and traffic, which follows regulations and guidance laid down in legislation. Any new development would be considered for developer contributions under this policy. Neighbourhood Planning could identify particular improvements in relation to the spatial planning process, however, these would need to be funded from developer contributions and there would be an opportunity for communities to identify these through existing planning processes in the absence of a Neighbourhood Plan.

**10. Specification of assets of community value and establishment of the Town Council's criteria for adding to the list of such assets**

Assets of Community Value is a separate legal process, which is not part of the Planning System. Legislation sets out what can and cannot be an Asset of Community Value and the process for application and designation, which is managed by the District Council.

**11. Other possible issues include: broadband mast location, designation of local green spaces**

Local Green Spaces, see 4 above. In terms of broadband mast location this has to be compliant with planning legislation on mast locations and is subject to the consent of the landowner.

Action Requested

1. Consider the pros and cons of Neighbourhood Planning and whether Braunstone Town would benefit from using the Neighbourhood Planning tools.
2. Consider the identified themes, are these the right themes? Should other themes be considered?