

BRAUNSTONE TOWN COUNCIL
MINUTES OF CITIZENS' ADVISORY PANEL
THURSDAY 1st JUNE 2017

PRESENT: Councillors P Moitt (in the Chair), A Ambrose and R Waterton, and local residents Mrs N Blight, Mr J Dodd, Mrs B Hazelgrove, Mr J Hazelgrove, Mr J Johnson, Mr T Smith and Mrs S Zastawny

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

1. Apologies

Apologies for absence were received from Councillors N Brown and T Shepherd.

2. Disclosures of Interest

There were no disclosures of interest.

3. Minutes of the Meeting held 2nd March 2017

The Minutes of Meeting held on 2nd March 2017 were received and noted.

4. Braunstone Town Council Annual Report 2016/2017

The Panel received a copy of the Town Council's Annual Report for 2016/2017 to discuss any matters arising from the report (item 4 on the agenda).

The Executive Officer & Town Clerk reported that the Annual Report 2016/2017 had been prepared and it was noted that last year the Town Council changed the format of its Annual Report:

- 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; and
- information which the Town Council was required to publish: accounts and payments to members of the Council remains included.

Instead of sending to 300 random addresses, the Annual Report would be published in the Braunstone Life (in place of the standard monthly page for the month) and would continue to be available on the Council's website and from the Customer Service Shop.

The Report was received and noted.

5. Braunstone Town Council Annual Survey

The Panel received a copy of the Town Council's Annual Survey and noted the distribution method (item 5 on the agenda).

The Annual Survey had been prepared following a similar pattern to previous years with a section on resident's satisfaction with the services provided by the Town Council and a section rating the importance of planned initiatives by the Town Council.

The Annual survey would be printed in the Braunstone Life and would be available for collection from Braunstone Civic Centre and Thorpe Astley Community Centre. This would allow a larger number of residents to see the survey and respond. The £50 prize draw would also take place to encourage residents to complete the survey.

The results of the satisfaction survey were due to be presented to the Citizen's Advisory Panel at the next scheduled meeting on 7th September 2017.

6. Shakespeare Park Improvement Project

The Panel received an update on progress with improvements to the pavilion, sport, recreation and play facilities at Shakespeare Park (item 6 on the agenda).

Members noted that a site visit for Town Councillors and members of the Citizen's Advisory Panel to view the proposed refurbishment of Shakespeare Park pavilion had took place on 15th May.

It was noted that funding for the project had been difficult to source and currently Sport England's Community Asset Fund was the only significant source of grant funding, which was available. This fund offered between £5,000 and £150,000 and, unlike some other sources of funding, there were no limits on the overall cost of the project. A meeting was held on 28th March with a representative of Leicestershire & Rutland Sport who advised on the requirements for obtaining funding from the Community Asset Fund and was supportive of the aims and objectives and encouraged application for £150,000.

It was noted that Section 106 Open Space funds was available for the Town Council to apply to for the enhancement of the play area at Shakespeare Park.

However, it was noted that the Town Council was now keen to progress the project and tender documents would be prepared and distributed as soon as planning approval was received.

Following feedback from the District Planning Authority (considered by the Committee at the January meeting), both the quantity surveyor and architects were working on modifications to the design and layout plans to meet the requirements without adversely affecting the projected costs.

A local resident queried the use of a small area of land indicated on the plans for club use. It was confirmed that this area of land would be used for compost and grass cuttings from the Bowls Green.

Should the Council seek to apply for both the Sports England Community Asset Fund and the Open Space Contribution, then revisions to the project timescales would be required in order to accommodate the deadlines. Proposed indicative revised timescales were circulated.

7. Update on Library Services

The Panel considered the latest position with the County Council's proposals for Braunstone Town Library and implementation of an honesty book exchange at Thorpe Astley Community Centre (item 7 on the agenda).

It was suggested at the last meeting of the Citizen's Advisory Panel that a "honesty library" be set up at Thorpe Astley Community Centre. It was noted that a book case has now been purchased and in place at the Centre and was available for use.

An update on the Braunstone Town Library was provided to the Panel. Since the last meeting, the Group seeking to run the Library had been working with the Charity Commission in order to secure their charity status, which a representative of the Community Library Group confirmed had now been approved. Meanwhile, the Library remains open and being managed, funded and staffed directly by Leicestershire County Council.

Following a request received from Leicestershire County Council concerning proposed amendments to the premises lease agreement and seeking clarification of how requests for activities by the community library group as the sub-tenant would be dealt with by the tenant (Leicestershire County Council) and landlord (Braunstone Town Council), the Town Council had agreed to develop a memorandum of understanding should Leicestershire County Council confirm its agreement to the amended premises lease in principle. The Town Council was currently waiting for confirmation and therefore, the sub-lease and detailed arrangements, including the memorandum of understanding remains to be determined. However, following the Community Group obtaining charitable status, the County Council have indicated that they would be in a position to respond shortly.

Members of the Citizen's Advisory Panel expressed concern over several issues concerned with the Community Library including the timescale in setting up the community library, lack of consultation with the community, finance of the group taking over the running of the library and issues with the library and assets if the group no longer continued running the service.

8. Panel Work Programme for 2017/2018

The Panel members were asked for suggestions on future work to be considered.

Members suggested that the following be included on a future agenda:

- 100th Anniversary of the end of WW1 in November 2018
- Medical services and Doctors surgeries in Braunstone Town
- New Lubbesthorpe Estate
- Continuation of updates on Braunstone Town Library

9. Termination of the Meeting

It was noted that the next meeting of the Citizen's Advisory Panel would be held on 7th September 2017, 7.30pm and it was agreed that this should be at Thorpe Astley Community Centre.

The meeting closed at 8.35pm.

NOTE:

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

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

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

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

SIGNED _____ (CHAIR)

DATE _____