



## BRAUNSTONE TOWN COUNCIL

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

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### Braunstone Town

## **"Citizens Advisory Panel"**

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

22nd February 2017

Dear Citizens' Advisory Panel Member

**PLEASE NOTE:**  
**Venue: Thorpe Astley Community Centre**

A meeting of the **BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL** will be held in the Large Meeting Room at Thorpe Astley Community Centre on **Thursday, 2<sup>nd</sup> March 2017** 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 1st December 2016**

To confirm the accuracy of the Minutes of the meeting held 1st December 2016 to be signed by the Chairperson (**Enclosed**).

**4. Thorpe Astley Community Centre**

To consider ways to increase bookings and community use of the centre (**Enclosed**).

**5. Update on Braunstone Town Library**

To consider the latest position with the County Council's proposals for Braunstone Town Library (**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. Annual Survey 2016 - Actions and Responses to Survey Comments**

**2016**

To set out for consideration the actions and responses to the issues and comments raised by residents in the Braunstone Town Council Annual Survey 2016 (**Enclosed**).

**8. Termination of the Meeting**



**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 1st DECEMBER 2016**

**PRESENT:** Councillors N Brown (in the Chair), A Hack, P Moitt (substituting for A Ambrose) and R Waterton, and local residents Mrs N Blight, Mr C Brett, Mr J Dodd, Mrs B Hazelgrove, Mr J Hazelgrove, Mr T Smith and Mrs J White

**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 A Ambrose

**2. Disclosures of Interest**

There were no disclosures of interest.

**3. Minutes of the Meeting held on 1<sup>st</sup> September 2016**

The Minutes of Meeting held on 1<sup>st</sup> September 2016 were received and noted.

**4. Update on Braunstone Town Library**

A report was circulated to members updating the current situation with the lease between Braunstone Town Council and Leicestershire County Council. The report also contained the minutes of a meeting between representatives of Braunstone Town Council and Fabula to discuss concerns raised by local residents (item 4 on the agenda).

Members of "Save Our Library Action Group" attended the meeting and advised that the group had disbanded on 15<sup>th</sup> November. The group then read out a statement which expressed their disappointment with the County Council and Town Council at the lack of transparency and information concerning the Braunstone Town Library. The Chair of the Citizen's Advisory Panel advised that all the information regarding progress with the library had been made public and shared with SOLAG apart from lease information since this legally could not be disclosed. It was also confirmed that Braunstone Town Council knew no more about the progress with the library between Leicestershire County Council and Fabula than local residents.

It was agreed that the second part of the Panel's Terms of Reference should be the focus for the Panel's role – "Ensuring a better and more responsive Library service in Braunstone Town".

## **5. Shakespeare Park Improvement Project**

Members noted that the public consultation on the Shakespeare Park Improvement Project had now been completed, with comments raised by members of the public having been accommodated where appropriate or to be explored further by the Working Group at the appropriate stage. The planning application for the project had been submitted to Blaby District Council on 1<sup>st</sup> November 2016. It was noted that local residents had concerns with burnt out cars on the car park and suggested that the new layout would increase this issue since part of the car park would not be visible from the road. Advice on this issue would be sought from the Police but members were advised that the new project included new lighting, which along with a potential increase in use, it was hoped would deter anti-social behaviour.

All members were advised that a site visit would be arranged in the near future for Panel members and all Town Councillors to attend.

## **6. Council Objectives**

Members received a report setting out the Council's current Objectives (item 6 on the agenda).

It was noted that Air Quality was not included in the Quality of Life Services objectives of the Town Council. Members agreed that air quality should be included in the objectives in light of the new Lubbesthorpe development that would increase air pollution in Blaby District.

## **7. Capital Plan**

The Braunstone Town Capital plan 2017/2018 was circulated to members and noted (item 7 on the agenda).

## **8. Termination of the Meeting**

Members discussed Thorpe Astley Community Centre and agreed that the development of Thorpe Astley Community Centre to increase bookings and community use of the centre be included on the Citizen's Advisory Panel meetings. Meetings of the panel that included discussion on Thorpe Astley Community Centre to be arranged at Thorpe Astley Community Centre.

The next meeting of the Citizen's Advisory Panel would be held on Thursday 2<sup>nd</sup> March 2017.

The meeting closed at 9.10pm.

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 2nd MARCH 2017**

#### **Item 4 – Thorpe Astley Community Centre**

##### **Purpose**

To consider ways to increase bookings and community use of the centre.

##### **Background**

On 1st December 2016, members of the Panel discussed Thorpe Astley Community Centre and agreed that the development of Thorpe Astley Community Centre, to increase bookings and community use of the centre, be included on the Citizens' Advisory Panel meetings (minute 8, 1st December 2016).

##### **Context – Council Priorities & Objectives**

Council on 26th January 2017, agreed Priorities and Objectives for 2017/2018 (Council Minute 5498).

The Council's Priorities include:

##### **2. *Community Centres***

The Town Council is working on improvements to our community facilities at both Braunstone Civic Centre and Thorpe Astley Community Centre; this includes enabling the Civic Centre Bar to provide food and café services, as well as improvements to community rooms and conferencing facilities.

##### **4. *Enhancing a Socially Inclusive and Vibrant Community***

To positively and proactively respond to the evolving and changing social demographic of the community through developing and supporting new and existing events and community/social inclusion initiatives.

##### **5. *Meet the needs of Thorpe Astley residents by facilitating the delivery of services and events at Thorpe Astley Community Centre***

To enable consideration of whether there was a need to extend Customer Services to Thorpe Astley Community Centre in order to reduce isolation and provide better access to services for Thorpe Astley residents. To provide a vibrant community centre, a place for community groups offering a range of activities and events for the community.

The Council's overall Community Development Objective is "nurturing and enhancing community life, equal opportunities and social inclusion" as follows:

*Young people*

2. To identify young people's needs and give support to new local initiatives including summer holiday activities

*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
6. To assist local clubs and societies to undertake their work for the benefit of 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 Civic Centre
10. To promote social inclusion

The Council's Community Centres Objectives are:

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

Context – Community Appraisal

A comprehensive Community Appraisal for Thorpe Astley was undertaken in December 1999 with the help of a group of local residents. Over 500 residents of all ages completed the questionnaire and the following needs were identified:-

1. Doctors Surgery/Health Centre (93.3%)
2. Library (52.1%)
3. Playgroup (38.9%)
4. Indoor Sports/Badminton etc (51.0%)
5. Place of Worship (11.5%)
6. Meeting/Function Room (30.3%)
7. Facilities for evening classes (40.0%)

The following sporting needs were also been identified:

1. Football Pitch (76.0%)
2. Rugby Pitch (29.9%)
3. Cricket Pitch (32.1%)
4. Tennis Court (66.9%)
5. Basketball (32.8%)

## Context – Options Appraisal

Following a lack of progress with the NHS concerning the provision of a Doctor's Surgery, the Town Council in order to identify community needs and aspirations, the potential options for using the Thorpe Astley Medical Rooms space, and to focus its activity on delivering a solution for the benefit of the community, undertook an options appraisal between April and June 2016 for the use of Thorpe Astley Community Centre and in particular the Medical Rooms. Information concerning the consultation was made available on the Town Council's website, at Thorpe Astley Community Centre and in various local outlets such as the pharmacy and doctor's surgeries.

The consultation closed on 6th June 2016 and a summary of responses received were considered by the Town Council's Policy & Resources Committee and Community Development Committee and are attached at Appendix 1.

The Community Development Committee decided (Community Development Committee Minute 25):

1. In order to provide support for community groups, particularly those within Thorpe Astley, to organise a successful community events programme and to respond to the identified needs and aspirations of the community, as identified in the Options Appraisal Consultation; that the following be reviewed in respect of encouraging Community Groups to hold events at Thorpe Astley Community Centre as part of the Programme of Events:
  - a) timing,
  - b) aspirations of the community, and
  - c) publicity and promotions.
2. In order to provide events which meet the needs and aspirations of the community and to assist in raising awareness of community groups, events and services to ensure their success; that the following be considered for Thorpe Astley Community Centre:
  - a) Town Mayor Events,
  - b) Business Craft Event,
  - c) Family Fun Day, and
  - d) Open Day.

The Town Mayor will be hosting a Fashion Show at the Centre on Friday 10th March and a Craft Fair is being held on Saturday 6th May.

## Context – Community Centres Working Group

The Town Council has established a "task and finish" Working Group to review hire terms & conditions and charges, including discounts and promoting use of the Council's Community Centres, a summary of the Working Group's work to date is attached at Appendix 2. The next meeting is scheduled for Monday 20th March, when the Group will be able to consider the deliberations of this Panel in respect of promoting and increasing the use by the community of Thorpe Astley Community Centre.

## NHS Services

In the absence of a GP surgery at Thorpe Astley, East Leicestershire & Rutland NHS Clinical Commissioning Group has confirmed that it remains open to encouraging provision from the Medical Rooms at Thorpe Astley Community Centre, however, both local surgeries have confirmed that they are not in a position to provide Primary Care Services at the community centre due to capacity issues currently being experienced at the present time.

However, Leicestershire Partnership NHS Trust have visited the Thorpe Astley Medical Rooms, since they are interested in finding community locations from which to deliver community health services for children. The Trust provisionally confirmed their interest and on 12th January 2017, the Town Council approved arrangements for Leicestershire Partnership NHS Trust Children's Services to occupy the Thorpe Astley Medical Rooms (Policy & Resources Committee minute 70).

The Town Council's approval was conveyed to the Partnership Trust in writing on 16th January 2017, which, at the time of writing, has yet to be acknowledged.

The CCG have confirmed their support for the Town Council to make the most effective use of the Health Rooms for the benefit of the community and this includes use for meetings, interviews and Counselling sessions and the Consulting Room being temporarily used for storage.

## Early Years Child Provision

Since the community centre opened in October 2010, an early years pre-school has been provided during school term time from the main hall by Kidaroo Childcare Ltd. From the school year 2010/2011 until 2015/2016 the times of opening were Monday to Friday (term time) 8.30am – 3pm (1pm on a Tuesday). During the current school year (2016/2017) the times of opening are Monday to Friday (term time) 8.30am – 1pm.

On 2nd December 2016, Kidaroo Childcare informed the Council that it could no longer offer childcare from the centre citing cost and formally gave notice to terminate, stating they would confirm the final date of the term. No bookings have been received for 2017/2018 school year.

The Town Council's Policy & Resources Committee on 23rd February 2017 will be considering future options, which includes inviting tenders from pre-school providers for operating a similar service from the Centre from the autumn. Progress will be reported to the Panel meeting.

## Identifying the needs of a Community

Based on discussions with the Community Development Committee, the Leader and Deputy Leader of the Council, Town Councillors generally, community representatives and users of the Thorpe Astley Community Centre, it is clear that the Thorpe Astley area of the Town has distinctive needs based on its demographics and higher transient population. Braunstone Civic Centre is based in an established community and while there is a turnover of community groups, most are well

established and have been using Braunstone Civic Centre for several years. In contrast the Thorpe Astley Community Centre, like its community is less established, nonetheless there is a community spirit and willingness among the community to establish more community activity in the area.

The Panel are invited to consider how the Town Council can both encourage and support community groups using the Centre to become established and self-sufficient, as well as involve the community in using the facility. There are limitations on what the Community Centre can be used for, the facility is a multi-use, multi-function facility providing community space, sports and leisure changing facilities for the pitches and recreation facilities on the park and is also hireable space for private events.

There is also an active community using the park and recreation/sporting facilities, particularly during the summer months.

#### Action Requested

Consider the context and identify issues, themes and ideas for increasing bookings and community use of Thorpe Astley Community Centre.

**Appendix 1**  
**Thorpe Astley Community Centre Options Appraisal Consultation Results**

**51 responses received.**

**1. How important is it that Health Services are provided from Thorpe Astley Community Centre?**

Very important	35 responses	69%
Important	7 responses	13%
Not important	0 responses	0%
Not answered	9 respondents	18%

**2. Below are potential options for service provision and usage of the medical rooms. Please rank these 1 to 6, where 1 is the highest importance:**

OPTIONS	IMPORTANCE	1	2	3	4	5	6	NOT RATED	RESPONSES
<i>Extending customer access to Council Services and Social Inclusion Services</i>	2	7	11	7	2	3	19	32	
<i>Converting into meeting/interview/counselling rooms</i>	1	11	10	6	1	2	20	31	
<i>Office Space</i>	1	2	2	3	13	8	23	29	
<i>Storage Space for Hires</i>	1	3	4	5	7	10	20	30	
<i>Small Bar / café area</i>	7	8	4	8	2	6	15	35	
<b>Health Facilities</b>	<b>34</b>	<b>5</b>	1	0	1	2	8	43	
<b>TOTAL</b>	<b>46</b>	<b>36</b>	<b>32</b>	<b>29</b>	<b>26</b>	<b>31</b>			

**Any other suggestions?**

<b>Health Facilities</b>	<ul style="list-style-type: none"> <li>➤ Dentist and opticians as well as GP;</li> <li>➤ Medical facilities are much needed;</li> <li>➤ GP surgery – 11 suggestions;</li> <li>➤ We need surgery, important for the community needs are met by the building, there are limited provisions for community owned space;</li> <li>➤ The medical rooms should be kept until a GP is found. I have used one of the rooms when I was seeking help for stopping smoking, so both rooms are multifunctional. There is already a small kitchen and reception area large enough for a few chairs/ tables to create a cafe area.</li> </ul>
<b>Social Inclusion/Customer Services and Interview/Meeting Rooms</b>	<ul style="list-style-type: none"> <li>➤ Education holiday club for 10-14 years old / 11-15 years old, youth club for 11-15 years old, youth club for 7-14 years old;</li> </ul>
<b>Small Bar and Café Area</b>	<ul style="list-style-type: none"> <li>➤ Café would bring community together then people could go to park;</li> <li>➤ Café would really bring the community together;</li> <li>➤ Café area – no alcohol, lots of activities for children and parents;</li> <li>➤ Outside seating area get community together, outside benches, tables;</li> </ul>
<b>Office Space and Storage</b>	<ul style="list-style-type: none"> <li>➤ Storage – not within the medical rooms – a rejigged centre with more storage would be preferable;</li> <li>➤ Storage should be provided regardless;</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>➤ Local shop i.e. Tesco express;</li> </ul>

**3. What, in your opinion, are the biggest needs for the community at Thorpe Astley at present which could be provided at the Community Centre?**

<b><i>Health Facilities</i></b>	<ul style="list-style-type: none"> <li>➤ Health services;</li> <li>➤ A doctor's surgery is essential; our house was bought on the understanding we would get one;</li> <li>➤ Before me moved here we were told there would be a local surgery;</li> <li>➤ GP facilities and playgroups for pre-schools;</li> <li>➤ Doctors – 17 responses;</li> <li>➤ Some kind of Drs or Nurse presence is vital; I don't drive so I would be reliant on other people if forest house closed or even if I was not able to walk;</li> <li>➤ Surgery – if forest house were to close no surgery is within walking distance;</li> <li>➤ Medical facilities, parent and baby drop in/ groups;</li> <li>➤ Necessity for TA residents' Drs surgery high importance;</li> <li>➤ Doctors which has been promised from years;</li> <li>➤ A GP surgery has been promised for years, it's about this promise was upheld;</li> <li>➤ A GP and health service. I have had two major illnesses where for example presently I am going to see a practice nurse every day in Braunstone town, I not allowed to drive for 6 weeks so are having to rely on others to take me or taxis. The Thorpe Astley community centre is within walking distance for me. NHS England please give an incentive to encourage a GP to Thorpe Astley;</li> <li>➤ A Drs! Can't get appointments at local service – Kingsway;</li> <li>➤ We were promised doctors for this area;</li> </ul>
<b><i>Social Inclusion/Customer Services and Interview/Meeting Rooms</i></b>	<ul style="list-style-type: none"> <li>➤ Greater provision at community events, reorganisation of space within the centre to incorporate more community options;</li> <li>➤ To all be using it;</li> <li>➤ Gathering community fun events for all ages;</li> <li>➤ Sport facilities and health care – 3 responses;</li> <li>➤ Local meeting space for residents;</li> <li>➤ There are lots of charities out there that might jump at the chance to deliver satellite services from the centre meeting local need and enhancing the services offered. I also think the plumbing should be fixed. The noisy pipes are awful;</li> <li>➤ A meeting area, shops and health facilities are all lacking in the area;</li> </ul>
<b><i>Small Bar and Café Area</i></b>	<ul style="list-style-type: none"> <li>➤ A café would be great with seating outside;</li> <li>➤ Now there is a lovely park and walking routes, nice little café to attract people in, afternoon teas/ morning coffee;</li> <li>➤ A café would be absolutely amazing;</li> <li>➤ Café to bring community together, the park is near so good for parents;</li> <li>➤ Braunstone has so much more, nothing for the community, if we had a café money would go into centre;</li> </ul>

**Appendix 2**  
**Summary of progress – Community Centres Working Group**

**Hire Charges, including discounts**

The Community Centres Working Group met on 29th November 2016 when the members of the Group considered the current hire charges structure, including discounts, to ensure consistency of approach, continued use by the community and to maximise income generation.

The Group considered the current charging structure and minimum hire periods to be appropriate and operating effectively and therefore the Group has recommended that no changes be applied to the hire charges structure for the Council's Community Centres. Although the Group recognises that the charges may be reviewed as part of determining the Council's budget for 2017/2018.

**Terms and Conditions of Hire**

The Working Group considered that the terms and conditions of hire were generally fit for purpose, although there were some areas and circumstances which would benefit from amendment and clarification, such as:

- a) clarifying the booking and payment requirements for regular bookings;
- b) whether a deposit should be required for booking the smaller rooms, particularly at weekends when being used for a party; and
- c) if money is refunded for cancellation or rearranging, should there be a service charge.

The Group committed to focussing changes where there are currently regular and ongoing issues which are likely to present a risk to public finances. The Working Group will be exploring these areas further at its next meeting and will receive a detailed report including an assessment of options.

**Promoting Use of Facilities**

The Working Group provided guidance on promoting use of the facilities and will also be assessing potential options in more detail at its next meeting.

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 2nd MARCH 2017**

#### **Item 5 – Update on Braunstone Town Library**

##### **Purpose**

To consider the latest position with the County Council's proposals for Braunstone Town Library.

##### **Update since the last Panel**

The Panel on 1st December 2016 received the notes and a summary of the issues raised and the responses and commitments given following a meeting between Fabula and representatives of Braunstone Town Council to discuss community concerns including the provision and scope of books for adults, access to community computers and child protection issues when the library was open to the public.

The Town Council understands that the current position remains that Braunstone Town Community Library, previously known as 'Fabula Libraries' and is the unincorporated group set to run Braunstone Town Library, is awaiting Charity Commission acceptance of CIO status, the same legal model being used by other community-run libraries. The Group has a website at:

<https://braunstonetownlibrary.wordpress.com/>

Meanwhile, the Library remains open and is being managed, funded and staffed directly by Leicestershire County Council.

Further correspondence has been received from Leicestershire County Council concerning the proposed amendments to the premises lease agreement and seeking clarification of how requests for activities by the community library group as the sub-tenant will be dealt with by the tenant (Leicestershire County Council) and landlord (Braunstone Town Council). Currently, Leicestershire County Council has yet to confirm its agreement to the amended premises lease and therefore, the sub-lease and detailed arrangements remains to be determined.

##### **Future Role of the Panel**

At the meeting of the Panel on 1st December, it was agreed that the second part of the Panel's Terms of Reference (attached as Appendix 1) should be the focus for the Panel's role – "Ensuring a better and more responsive Library service in Braunstone Town".

**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 – 2nd MARCH 2017**

#### **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.

##### **Funding**

###### *Section 106 Open Space Contribution*

A Section 106 Open Space Contribution relating to a legal agreement for planning application 13/0503/1/PX, Land to the South of 20-30 Valley Drive, has been received by the District Planning Authority on 30<sup>th</sup> January 2017. The amount received is £15,587.52, there is no time limit for the contribution to be spent, however, it must be spent in accordance with the legal agreement: '*Towards the provision, enhancement and/or development of public open space and recreational facilities within Braunstone Town in which the application site is located.*'

The Town Council is exploring a bid submission for this money for enhancement of the play area at Shakespeare Park.

###### *Sport England – Strategic Facilities Fund*

A Sport England funding stream has been identified as a potential source for contributions towards the redevelopment of the Pavilion facilities and improvements to the site layout.

Sport England describe the Strategic Facilities Fund as directing "*capital investment into a number of key local authority projects that are identified through a strategic needs assessment and that have maximum impact on growing and sustaining community sport participation. These projects will be promoted as best practice in the delivery of quality and affordable facilities, whilst demonstrating long-term operational efficiencies. The fund will support projects that bring together multiple partners, including input from the public and private sectors and national governing bodies of sport (NGBs). The fund is also designed to encourage applicants and their partners to invest further capital and revenue funding to ensure sustainability*

Key features which applications must demonstrate are:

- a robust needs and evidence base which illustrates the need for the project and the proposed facility mix;
- strong partnerships which will last beyond the initial development of the project and underpin the long-term sustainability of the facility
- multi-sport provision and activity that demonstrates delivery against NGB local priorities; and

- a robust project plan from inception to completion with achievable milestones and timescales.

The fund offers grants between £500,000 and £2,000,000 and applications have to have received the support of Sport England who formally solicit a Lottery application from the local authority/lead organisation and an online application form is then completed.

In addition, the local authority/lead organisation (and their project team) will be expected to work with Sport England through the development stages of the project and will require Sport England sign-off at key stages of design and procurement. A member of the Sport England's Capital Projects team will work closely with the applicant through this process.

This fund appears to be the most relevant fund currently available and offers a significant source of funding, proportionate to the size of the project. Further work is being undertaken with representatives of both the bowls club and the football club in order to:

- demonstrate consultation/support from two or more National Governing Bodies and delivery against their local priorities;
- drive high participant numbers;
- encourage regular & sustained use by a large number of people; and
- a commitment to development programmes which will increase participation and provide talent pathways.

A meeting is scheduled with a representative from Sports England on 1st March to view the site, discuss the proposals so far and to seek advice on further work and evidence required in order to make a successful application.

### Modifications to the Building and Layout

Following Policy & Resources Committee's consideration of the planning issues identified by the District Planning Authority on 12th January, the Executive Officer & Town Clerk has met with both the quantity surveyor and architects to consider modifications to the design and layout plans and the impact upon projected costs.

It was clarified that there was limited scope to break down into sub-stages the demolition of the building and building of the new pavilion given these stages were intrinsically linked.

Both the quantity surveyor and architects would look at the merits of dividing the building work into different contracts, for example a contract for the structural works on the building and connecting services and another contract for internal fitting. However, the savings would need to be substantial to offset any additional cost which may arise from delays to the stages of the contract and any additional costs involved in commissioning and managing separate contracts.

### Project Timescales

Should the Council seek to apply for both the Sports England Strategic Facilities Fund and the Open Space Contribution, then revisions to the project timescales will be required in order to accommodate the deadlines. Proposed indicative revised timescales are attached at Appendix 1.

### Action Requested

The Panel are invited to consider initiatives which will encourage regular & sustained use of the new facility and potential options for sport, recreation and healthy living development programmes, which will increase participation and provide talent pathways.

## **APPENDIX 1 – TIMESCALES**

The following are updated timescales for the project, taking into account assumptions in the report:

February 2017	<ul style="list-style-type: none"><li>• Clubs identifying future sporting priorities</li></ul>
March 2017	<ul style="list-style-type: none"><li>• Meeting with Sport England</li><li>• Further investigation of funding sources</li><li>• further assessment and modifications based on planning advice</li></ul>
April 2017	<ul style="list-style-type: none"><li>• Working Group meets to discuss funding sources, Business Case, any design changes for the planning application, issues raised in the consultation and future operational arrangements</li><li>• Policy &amp; Resources Committee approves any changes to design and layout, further funding and operational arrangements</li><li>• Planning Application Submission (8 Weeks)</li><li>• Exploring options around long term leases with Clubs</li></ul>
May 2017	<ul style="list-style-type: none"><li>• Invitation to Quote for Playground and Tennis Courts Works</li><li>• Applications for Funding</li><li>• Planning Approval</li><li>• Tender Submission</li></ul>
June 2017	<ul style="list-style-type: none"><li>• Preparation of Building Regulation Application and Submission</li><li>• Obtaining Estimates for Proposals for Pavilion/Car Park</li><li>• Tender Return</li><li>• Approval by Policy &amp; Resources Committee of funding, awarding of Contracts and confirmation of timescales.</li></ul>
July 2017	<ul style="list-style-type: none"><li>• Lead in Period</li><li>• Closure of Tennis Courts for Plant</li></ul>
August 2017	<ul style="list-style-type: none"><li>• Commencement of Building Works on Pavilion</li></ul>
January 2018	<ul style="list-style-type: none"><li>• Commencement of works on Playground</li></ul>
February 2018	<ul style="list-style-type: none"><li>• Completion of works on Playground</li></ul>
June 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>
July 2018	<ul style="list-style-type: none"><li>• Completion of work on Tennis Courts</li><li>• Site becomes fully operational</li></ul>

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 2nd MARCH 2017**

#### **Item 7 – Annual Survey 2016 - Actions and Responses to Survey Comments 2016**

##### **Purpose**

To set out for consideration the actions and responses to the issues and comments raised by residents in the Braunstone Town Council Annual Survey 2016.

##### **Background**

On 2nd June 2016, the Citizens Advisory Panel received the proposed Annual Survey for 2016.

The Annual Survey closed on 31st August 2016 and a summary of the responses plus the additional comments was considered by the Panel on 1st September 2016.

This report provides responses and an update on the action taken or to be taken in respect of the comments received.

##### **Community Centres**

<b>Comment</b>	<b>Action/Response</b>
Would like to see more events. For example, some centre stage performers – Enderby and Countesthorpe seem to make	The Town Council welcomes suggestions for new events; however they need the support of sponsoring groups to sell tickets. Previous attempts to vary the line-up have met with mixed results. We can encourage groups to think of new ideas, point them to other groups that could potentially help and give priority to new ideas.

##### **The Community**

<b>Comment</b>	<b>Action/Response</b>
Would like more community events at Thorpe Astley	In order to meet our residents' expectations, the Town Council is organising the Spring Craft Fair at the Thorpe Astley Community Centre on 6 <sup>th</sup> May. Also, to encourage residents to have their say the next Citizens' Advisory Panel meeting will be held at the Community Centre on Thursday, 2 <sup>nd</sup> March.

## Parks and Open Spaces

<b>Comment</b>	<b>Action/Response</b>
Please make sure that on days with football we are not restricted to just walking around the edges of the park.	If a Pitch has been hired then the teams are entitled to exclusive use of that pitch (as marked out). All other areas of the park are unrestricted and available for public use.
Very well cared for open spaces. On the Merryleys part of Mossdale Meadows the fences around the trees need to be taken down and dead trees removed	As the part of Winter Works the Town Council has planned tractor flail to cut back thin trees in fenced off plots.

## Consultation

<b>Comment</b>	<b>Action/Response</b>
None	

## Town Council

<b>Comment</b>	<b>Action/Response</b>
None	

## Other Services

<b>Comment</b>	<b>Action/Response</b>
The Bar at the Civic Centre – would be nice if open for coffee more often.	Town Council is currently exploring changes to kitchens and storage which would enable use as a café.

## Action Requested

Consider the comments and the proposed action/response and whether any additional action/monitoring are required.