



# BRAUNSTONE TOWN COUNCIL

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

*Darren Tilley – Executive Officer & Town Clerk*

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## Braunstone Town

# "Citizens Advisory Panel"

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

29th May 2019

Dear Citizens' Advisory Panel Member

A meeting of the **BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL** will be held in the **Large Meeting Room at Thorpe Astley Community Centre** on **Thursday, 6<sup>th</sup> June 2019** 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 28th February 2019**  
To confirm the accuracy of the Minutes of the meeting held 28th February 2019 to be signed by the Chairperson (**Enclosed**).
4. **Braunstone Town Council Annual Report 2018/2019**  
To receive a copy of the Town Council's Annual Report for 2018/2019 and to discuss any matters arising from the Report (**Enclosed**).
5. **Braunstone Town Council Surveys**  
To consider a programme of surveys (**Enclosed**).
6. **Braunstone Town Library**

To receive an update on progress with the arrangements to transfer the management of Braunstone Town Library from the County Council to the Town Council.

**7. Shakespeare Park Improvement Project**

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

**8. Remembrance Events**

Following consideration of ideas for Remembrance Events in the refurbished Civic Memorial Garden, to present proposals for future annual acts of Remembrance (**Enclosed**).

**9. Health and GP Services in Braunstone Town**

To receive an update on the provision of primary care services in Braunstone Town.

**10. Lubbesthorpe**

To receive an update on issues relating to the Lubbesthorpe development and its impact.

**11. Panel Work Programme for 2019/2020**

To consider priorities, if any, for the Panel's work during 2019/2020.

**12. 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 28<sup>th</sup> FEBRUARY 2019**

**PRESENT:** Councillors N Brown (Chair), and R Waterton; and local residents J Dodd, J Jameson and J Johnson.

**Officers in attendance:** Mr D Tilley, Executive Officer & Town Clerk and Mrs A Gomes-Alves, Community Services & Engagement Office.

**1. Apologies**

Apologies for absence were received from Councillors Anthea Ambrose and Phil Moitt.

**2. Disclosures of Interest**

There were no disclosures of interest.

**3. Minutes of the Meeting held 6<sup>th</sup> December 2018**

The Minutes of the Meeting held on 6th December 2018 were received and noted.

**4. Update on Library and Customer Service Shop**

The panel considered the latest position with the County Council's proposals for Braunstone Town Library and considered the future provision of Customer Services through the Customer Service Shop.

***Library***

Members of the Panel were advised that Braunstone Town Council is getting close to finalising legal agreements. When the transfer happens, the Town Council would be in position to take over the staffing and management of the Library in terms of actual service, while the County Council remained liable for its lease obligations for the building.

When the legal agreement was finalised, it would take on average 8 weeks to transfer management of the library from the County Council. Braunstone Town Council would also have to undertake 30 days statutory process on TUPE due to taking over staffing arrangements.

***Customer Service Shop***

The Customer Services agreement with Blaby District Council ends in June 2019 and Braunstone Town Council was in the process of discussing the renewal of the Service Level Agreement.

Members were advised that due to significant changes in benefits and also the variety of transactions that could now be submitted electronically, the

Service Level Agreement between Town Council and Blaby District might discontinue.

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

The panel received an update on progress with improvement to the pavilion, sport, recreation and play facilities at Shakespeare Park.

The Town Clerk had confirmed that Braunstone Town Council had been awarded Section 106 funding of £17,000. Additionally, Braunstone Town Council had also made a grant application to Leicester City Football Club Grant Scheme requesting just under £100,000.

The Town Clerk reminded members of the Panel about on-going project consultation and asked members to promote it. It had been noted that it was difficult to express the interest without knowing dimensions, capacity, layout etc. as nothing had been presented.

## **6. Remembrance Events**

Following the refurbishment of the Civic Memorial Garden, the panel suggested ideas for future Remembrance events for further consideration.

The panel suggested:

- 75<sup>th</sup> Anniversary of D-Day - June
- Armed Forces Day – June

## **7. Leicester Mercury Guide to Braunstone and Thorpe Astley**

The panel received information the Leicester Mercury holds on Braunstone Town in order to comment and identify any inaccuracies.

Information held by the Leicester Mercury had been mixed up and included facts both, Braunstone Town and Braunstone Park. It did not identify Braunstone Town as separate a parish and therefore it was misleading to potential property buyers.

## **8. Health and GP Services in Braunstone Town**

The panel received an update on the provision of primary care services in Braunstone Town.

Kingsway Surgery was expanding its provision at Thorpe Astley Community Centre. The surgery had expanded from two days a week to five days a week. Additionally, the small meeting room would also be used as a second doctor's consulting room from the end of March / beginning of April 2019.

The panel discussed the lack of signs showing the way to the Surgery at Thorpe Astley Community Centre.

## 9. Lubbesthorpe

The panel received an update on issues relating to the Lubbesthorpe development and its impact.

Councillor Robert Waterton reported on the following matters:

- On 4<sup>th</sup> February 2019 there were 255 occupations;
- Affordable housing number was small at the moment. The total number was 23, while the aim was 56 in the first stage;
- Provision for elderly people – developer was looking to build 60 extra care houses;
- Warren Lane Surgery – the surgery would not have additional parking spaces which would result in patients parking on streets;
- Leicestershire County Council would not provide anymore signage on A563 and A47;
- New council will be called Lubbesthorpe Parish Council; however, signs will be saying New Lubbesthorpe which might cause confusion;
- Blaby District Council had cancelled Lubbesthorpe Strategic Consultative Forum due to Parish Council being established.

## 10. Termination of the Meeting

The meeting closed at 8.44pm.

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 6<sup>th</sup> June 2019*

**NOTE:**

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- *advance equality of opportunity between different groups; and;*
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*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.*





## Welcome to our Annual Report 2018/2019

By Councillor Nick Brown, Leader of Braunstone Town Council

### Item 4

The Town Council continues to provide important services to the community and this Annual Report provides a summary of our achievements over the last 12 months and looks ahead to our aspirations for the next 12 months. Recently the Council reviewed its consultation processes with an aim to undertake a range of short surveys/consultations throughout the year. We value your input and therefore, I encourage residents to respond to our surveys and consultations, to help us shape our priorities and services to meet residents' needs.

A full list of our achievements over the year are set out overleaf, however, I wish to reflect on two of these.

The year began with the opening of the NHS facility at Thorpe Astley Community Centre, which the Town Council had been trying to bring about since 2010. I along with many residents are delighted that Kingsway Surgery opened this branch surgery since you consistently told us about the difficulties you faced in accessing GP services. I am grateful to Kingsway for their positive and sensible approach in expanding their provision to meet increasing demand, which included within six months increasing opening from two to five days a week. We continue to work with them to ensure that this service is successful and will continue to meet the needs of patients.

This year we commemorated the 100th anniversary of the end of world war one. The Town Council provided both a dedicated grant and programme of events scheme for community groups wishing to run commemorative events. Thank you to all those who responded; particularly Braunstone Community Life for their dedicated hard work organising and creating the magnificent poppy cascade, remembrance events and for the vision to refurbish our memorial garden. The memorial garden will provide a focal point in the years to come for acts of remembrance and dedication to our service personnel through Armed Forces Day and other events.

More up to date information on the Council's services and the latest news can be found on our website at www.braunstonetowncouncil.org.uk or contact our Customer Service Shop at Braunstone Civic Centre where the Council's staff would also be pleased to help.

Once again, thank you for your time.

Councillor Nick Brown



### Accounts for the Year Ended 31<sup>st</sup> March 2019

Year Ended 31 <sup>st</sup> March 2018		Year Ended 31 <sup>st</sup> March 2019
£		£
<b>350,420.68</b>	<b>Balances brought forward</b>	<b>268,198.63</b>
519,556.00	(+) Annual Precept	574,107.00
275,112.89	(+) Total other receipts	188,870.62
462,128.74	(-) Staff costs	463,923.55
63,786.42	(-) Loan interest / capital repayments	60,891.04
313,358.56	(-) Total other payments	269,579.65
<b>268,198.63</b>	<b>(=) Balances carried forward</b>	<b>236,782.01</b>
250,239.41	Total cash and short term investments	229,438.14
4,549,629.49	Total fixed assets and long term assets	4,551,639.29
<b>335,103.23</b>	Total borrowings	<b>289,474.07</b>
<b>The Audit for 2018 was completed on 3<sup>rd</sup> October 2018</b>		

### MEMBERS ALLOWANCES 2018/2019

The Council believes in openness and transparency, therefore, each year we publish the amount paid to Town Councillors in allowances and the amounts claimed in expenses. Below are the allowances paid (gross) and expenses claimed.

	ALLOWANCE	EXPENSES	TOTAL
Cllr A Ambrose	£375	£0	£375
Cllr M S Aslam	£375	£0	£375
Cllr A S Basra	£375	£0	£375
Cllr P Basra	£375	£0	£375
Cllr R Berrington	£375	£0	£375
Cllr S Betts	£375	£0	£375
Cllr N J Brown	£375	£0	£375
Cllr A DeWinter	£375	£0	£375
Cllr D Di Palma	£0	£0	£0
Cllr S Fox-Kennedy	£375	£0	£375
Cllr A Hack	£0	£0	£0
Cllr S Sangha	£0	£0	£0
Cllr P Kennedy	£375	£0	£375
Cllr B Layne	£375	£0	£375
Cllr S Maxwell	£0	£0	£0
Cllr P L Moitt	£375	£0	£375
Cllr G Sanders	£375	£0	£375
Cllr T Shepherd	£375	£0	£375
Cllr D Singh	£375	£0	£375
Cllr R Waterton	£375	£0	£375
Cllr B Wright	£375	£0	£375

### Our Mission Statement

*"We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination."*



### BRAUNSTONE CIVIC CENTRE CUSTOMER SERVICE SHOP

Monday – Friday, 9.00am – 5.00pm

Kingsway, Braunstone Town, Leicester, LE3 2PP TEL: 0116 289 0045 FAX: 0116 282 4785

EMAIL: enquiries@braunstonetowncouncil.org.uk www.braunstonetowncouncil.org.uk



# About Braunstone Town Council



The Council provides a wide range of services together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.

The Council comprises 21 members who are elected every four years. Each year the Council elects from amongst its number the Town Mayor, Deputy Town Mayor, Leader and Deputy Leader

The Full Council meets six times a year. The Council has three standing committees: Policy & Resources, Community Development and Plans & Environment Committee. The Plans & Environment Committee meets approximately twelve times a year. All Meetings are open to local residents and include a public participation session on the Agenda. Agendas for the Council and standing committees are available to the public a week before the meeting date. Meetings are held at the Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP. Further information is available on request by telephoning the Council on 0116 2899270 and can also be found on the notice board at the Town Council Offices, Thorpe Astley Community Centre and on the Council's Website

## Our Achievements in 2018/2019

- Appointed a contractor to undertake the improvement works to the **Pavilion and Site at Shakespeare Park** and awarded Sport England Grant funding of £100,000 and Developer Contributions of £17,213 towards the project.
- Concluded agreements with the County Council to transfer **Braunstone Town Library** to the Town Council's management by the summer of 2019, which provide for improvements to the service while avoiding additional costs for the Town's taxpayers.
- Working with Kingsway Surgery, facilitated the opening of their branch **GP surgery at Thorpe Astley Community Centre**, its expansion from 2 to 5 days a week and the opening of an additional GP consultation room.
- Our application for the **footpath between Watergate Lane and Staplehurst Avenue** to become a "Right of Way" was successful, protecting the path for future generations.
- Provided both a dedicated grant and programme of events scheme to groups wishing to run events to commemorate the **100th anniversary of the end of world war one**.
- Working with the community, delivered a **refurbishment of the Civic memorial garden** so that it can provide a focal point in the years to come for acts of remembrance and dedication.
- Supported Thorpe Astley residents to establish a **Community Speed Watch** scheme and group, data collected is forwarded to the police to address speeding concerns.
- Renewed and expanded the Council's network of **CCTV cameras** to include new areas including our parks.
- Completed the legal transfer and took possession of **public open space** at Thorpe Astley from David Wilson Homes and Wilson Bowden Developments.
- Merged Fire & Intruder Alarm Contracts at all buildings and appointed a new contractor to empty dog waste bins, **making on-going savings while protecting services**.

### Room Hire Figures

CENTRE		Year Ended 31 <sup>st</sup> March 2019
Braunstone Civic Centre	Hires	3400
	Income	69,529.06
Thorpe Astley Community Centre	Hires	1852
	Income	26,066.80

## Plans for 2019/2020

In addition to the continuing with the existing level of services, the Town Council aims to achieve the following during the forthcoming year:

- Invest in the redevelopment and improvement of sporting, recreation and play **facilities at Shakespeare Park**;
- **Improvements to our community facilities** at both Braunstone Civic Centre and Thorpe Astley Community Centre;
- Continue to provide and support important **quality of life** initiatives, such as crime reduction and grants for community groups, youth projects and individuals and tackling poor air quality;
- 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**;
- Meet the needs of Thorpe Astley residents by facilitating the delivery of **services and events at Thorpe Astley Community Centre**;
- Continue to work to **keep Braunstone Town Library open**;
- Complete the legal transfer of open spaces at Thorpe Astley to the Town Council in order to enable future investment and improvement to the facilities, including ensuring improvements are implemented to the **Culvert at Thorpe Astley Park**;
- Actively working with the developer and Blaby District Council to ensure that the **land adjacent to the M1 bridge is suitably landscaped** to provide protection for residents from the new road and to provide a leisure and recreation space;
- Continue to look to make efficiency savings while ensuring the existing **services are safeguarded and where appropriate improved**.

### Your Views

Throughout the year we undertake a range of consultations and short surveys to ascertain the views of residents on our major projects, such as our improvement proposals for Shakespeare Park, other priorities and services and also to help us to articulate the needs and aspirations of the community.

We have a dedicated Consultation page on our website (found under *Town Council*).

[www.braunstonetowncouncil.org.uk/index.php/town-council/town-consultations](http://www.braunstonetowncouncil.org.uk/index.php/town-council/town-consultations)

Details of consultations and surveys will be notified on our website, in the Braunstone Life, on social media and at our community centres. If you respond to any of our consultations and surveys you will be eligible to be entered into an annual prize draw.

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 6th JUNE 2019**

#### **Item 5 – Braunstone Town Council Surveys**

##### Purpose

To consider a programme of surveys.

##### Background

The Town Council had undertaken annual surveys with residents for several years in order to obtain feedback regarding the services the Town Council provides and for future proposed projects. These surveys had been available in paper form from Braunstone Civic Centre and Thorpe Astley Community Centre, on the Town Council website and published in the Braunstone Town for residents to complete and return. Responses to the surveys had been very low for many years with a typical response of up to 20 completed surveys returned per year. The Town Council had considered ways to increase participation, including introducing a prize draw for small cash prizes, which were drawn by the Town Mayor from completed surveys. This initiative had not increased the number of surveys returned.

At the Policy & Resources meeting held on 1<sup>st</sup> November 2018 it was agreed that the Annual Survey be discontinued (Minute 48, resolution 1) and that it be replaced by regular smaller surveys undertaken online to ascertain satisfaction and feedback in specific areas. It was suggested that following events such as the summer fete, the end of Programme of Events season, civic ceremonies etc. short surveys were undertaken to gather information from residents on their views about the events, any recommendations for changes, whether residents attended etc.

Surveys would also be undertaken following the introduction of new services or changes to current services. For example a survey could be undertaken following the takeover of the library, completion of the new Shakespeare pavilion or changes occurring in Customer Services. The annual prize draw, taken from responses received from all the surveys undertaken for the year (subject to contact details being included in the response), would continue.

##### Action requested

To consider and comment on proposed suggestions for smaller, snap surveys.

- a. To consider appropriate events and services when short surveys could be undertaken to gauge residents views and suggestions.
- b. To consider the type of information the Town Council should be collecting from the short surveys.



## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 6th JUNE 2019**

#### **Item 7 – Shakespeare Park Improvement Project**

##### Purpose

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

##### Grant Funding Update

###### *Sport England – Community Asset Fund*

On 11th March 2019, notification was received that Sport England's Community Asset Fund Review Panel had considered the Town Council's application for grant funding and had awarded the project £100,000. Formal confirmation, dated 27th March, has been received and includes the agreement, conditions and additional information required.

As part of the process to determine the grant Sport England required further information on the likely community users of the Club Room. To that extend an Expression of Interest process was set up to enable groups and organisations to indicate if they would be interested in using/hiring the new facility. Only two responses have been received between November and March. Since the grant has been determined there is no need to extend the deadline at this stage, however, the Council is likely to reopen the process prior to completion of the new Pavilion building in order to raise awareness and attract potential hirers/users for the new Club Room.

###### *Football Foundation Football facilities grant scheme*

The County FA are in the process of completing a local football facility plan for each local authority area which will be the investment portfolio moving forward. It is anticipated that these will be approved over the next couple of months. At this point the Football Foundation will have a clearer picture as to the priority projects for each area.

However, the County FA have informed us of a directive that priority will be given to multiple pitch sites (i.e. those with 3 or more pitches) in order to confirm maximum outcomes against investments.

The Shakespeare Park site currently only offers two pitches, a mini and a junior pitch. However, Braunstone Juniors Football Club, which is based at Shakespeare Park also use the Senior pitch at Thorpe Astley Park and have expressed an interest in an additional (junior) pitch at Thorpe Astley. Officers are seeking clarification from the County FA as to whether this would constitute a multiple pitch site given their close proximity. Alternatively, there may be scope to include a second mini pitch at

Shakespeare Park, which is being investigated by the Senior Groundsman.

Initial discussions have identified that the Council may be able to access funding up to £100,000 from the scheme.

#### *Vichai Srivaddhanaprabha Foundation*

The late Leicester City Football Club Chairman, Khun Vichai, would have turned 61 on 4th April 2019. Following his death in October, the Foxes Foundation was renamed the Vichai Srivaddhanaprabha Foundation in his memory and is due to make its first major donations to coincide with his birthday.

The Vichai Srivaddhanaprabha Foundation has committed £610,000 in total for organisations and charities of all sizes and invited diverse applications since it seeks to support causes large and small.

The Town Council submitted an application to the fund on 28th February for £99,862 towards the Shakespeare Park Project.

To date, no further response has been received on our application and there doesn't appear to be any publicity indicating that a decision has been made and grants awarded.

#### Management of the Pavilion

The Council has received a letter, dated 19th March, from Braunstone Juniors Football Club stating that they are willing to form a management committee for the day to day running of the new pavilion at Shakespeare Park alongside other relevant parties. However, a response is awaited from Shakespeare Park Bowls Club as to whether they wish to proceed on this basis. Any progress update will be reported to the Panel meeting. Subject to Shakespeare Park Bowls Club's approval, more detailed work on the legal text would be undertaken.

#### Timescales for awarding the contract for the works

Once the outcome of funding applications is known, at least two months' notice has to be given to the contractor of a start date, meaning that the earliest work is likely to commence is September. Contracts will be formally drawn up when the funding has been secured. The current indicative timetable for the project is attached at Appendix 1.

## **APPENDIX 1 – TIMESCALES**

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

July 2019	<ul style="list-style-type: none"> <li>• Outcome of Vichai Srivaddhanaprabha Foundation Grant Application</li> <li>• Outcome of Football Foundation Facilities Fund Application</li> </ul>
August 2019	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee reconsiders Borrowing Application</li> <li>• Lead in Period</li> </ul>
September 2019	<ul style="list-style-type: none"> <li>• Closure of Tennis Courts (for up to one year)</li> <li>• Commencement of Building Works on Pavilion</li> <li>• Exploring funding for Playground and Tennis Courts</li> <li>• Council determines a Borrowing application</li> </ul>
October 2019	<ul style="list-style-type: none"> <li>• Invitation to Quote for Playground and Tennis Courts Works</li> <li>• Consultation on Playground and Tennis Courts options</li> <li>• Funding applications for Playground and Tennis Courts Works</li> </ul>
November 2019	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee determines quotes for playground and tennis courts works</li> </ul>
January 2020	<ul style="list-style-type: none"> <li>• Commencement of works on Playground</li> </ul>
February 2020	<ul style="list-style-type: none"> <li>• Completion of works on Playground</li> </ul>
May 2020	<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> </ul>
June 2020	<ul style="list-style-type: none"> <li>• Commencement of works on Tennis Courts</li> </ul>
August 2020	<ul style="list-style-type: none"> <li>• Completion of works on Tennis Courts</li> <li>• Site becomes fully operational</li> </ul>

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 6th JUNE 2019**

#### **Item 8 – Remembrance Events**

##### Purpose

Following consideration of ideas for Remembrance Events in the refurbished Civic Memorial Garden, to present proposals for future annual acts of Remembrance.

##### Background

Following the refurbishment of the Civic Memorial Garden, on Thursday, 28th February 2019, the Panel suggested ideas for future Remembrance events for further consideration (minute 6, 28th February 2019), as follows:

- 75th Anniversary of D-Day - June
- Armed Forces Day – June

##### 75th Anniversary of D-Day – June

A short ceremony has been arranged on Thursday 6th June to mark 75th anniversary of the D-Day landings. The Town Mayor will raise the flag and read a short commemoration. The Lord Lieutenant will also be in attendance and will make a speech. Refreshments will be available after the ceremony.

##### Annual Civic Commemorations

The following annual civic commemorations, which have been endorsed by the Council's Community Development Committee on 22n May 2019, take place in the Civic Memorial Garden at Braunstone Civic Centre.

##### *1. Armed Forces Day (Hoisting of Armed Forces Day Flag) – June*

Armed Forces Day this year is on Saturday, 29th June. While other events take place across the County, particularly at the Cathedral, to commemorate the work of the Armed Forces, past and present, and the support of their families, Civic buildings are asked to fly the Armed Forces Day Flag during the previous week.

The hoisting of the Armed Forces Day Flag takes place on the previous Monday (this year 24th June) with a short ceremony. A ceremony is to be held at Braunstone Civic Centre which is hosted by the Town Mayor and usually supported by a Deputy Lord-Lieutenant. Usually in attendance are those Councillors who are able to attend and local service personnel, past and present.

The precise time is coordinated to avoid a clash with other local ceremonies, for example at Blaby District Council's offices.

## 2. Remembrance Events – November

Armistice Day is commemorated on 11th November to mark the armistice signed between the Allies of World War I and Germany for the cessation of hostilities on the Western Front of World War I, which took effect at eleven o'clock in the morning, "the eleventh hour of the eleventh day of the eleventh month" of 1918. At the outbreak of the Second World War, the two-minute silence was moved to the nearest Sunday in order not to interfere with wartime production, which was retained following the end of the war and became Remembrance Sunday. For a long time during the post-war period, Armistice Day commemorations only took place in central locations; however, in recent years there has been a push, particularly by the Royal British Legion, to revive Armistice Day commemorations.

Remembrance Sunday is marked in the area by local churches and as such no official events take place at Braunstone Civic Centre on Remembrance Sunday. The Town Mayor is traditionally invited to St Crispin's Church and lays a wreath as First Citizen of the Town on behalf of the Town Council and the Town's residents. The Deputy Mayor traditionally attends Christ Church, Dumbleton Avenue, on behalf of local residents and lays a wreath. Saint Peters Church also extends an invitation to Town Councillors to attend their Remembrance Sunday Service.

On Armistice Day, 11th November (assuming it is not a Sunday), the Town Mayor, along with a member of the local clergy, host a short ceremony at Braunstone Civic Centre at 10.45am, which is conducted by a member of the clergy and follows the standard service format recommended by the Royal British Legion. The service includes a two minute silence at 11am and civic dignitaries, along with members of the forces (past and present) and residents are invited to lay a wreath or lay a poppy in the memorial garden as a mark of respect.

Exceptions to the rule are where Remembrance Sunday and Armistice Day fall on the same day. A recent example was 2018, which also marked 100 years since the armistice at the end of World War 1, where a special ceremony was held at the Civic Memorial Garden, which had recently been refurbished, following the creation by the community of the Poppy Cascade.

Nevertheless, in terms of remembrance events in ordinary years, Community Development Committee on 22nd May 2019 agreed to return to the Armistice Day Service on 11th November and for the Town Mayor and Deputy Town Mayor to continue to attend local church services on Remembrance Sunday.

## 3. Commonwealth Day (*Fly a Flag for the Commonwealth*) – March

The Fly a Flag for the Commonwealth initiative is aimed at promoting the values of the Commonwealth "as an increasingly multi-cultural world seeks unity, understanding and tolerance".

The Town Mayor hosts a short ceremony at the Civic Memorial Garden flag pole on Commonwealth Day, 11th March, the Commonwealth Affirmation is read out and the Commonwealth flag is hoisted.

## Future Commemorations

In addition to the above, the Town Council marks/hosts civic ceremonies to mark special occasions. The most recent and high profile examples have been:

- Remembrance Day Parade and Service, including marking 100th anniversary of the armistice of World War 1 – 11th November 2019;
- Commemoration of Memorial Stones and refurbished Civic Memorial Garden – 7th November 2019; and
- Flag Raising to commemorate (100 years) the Battle of Jutland – 28th May 2016.

### *75th Anniversary of VE Day*

Next year, 8th May 2020, marks 75th Anniversary of VE Day. This anniversary provides the perfect opportunity for local communities over the weekend of 8th – 10th May to pay ‘tribute’ to those at home and abroad that gave so much to ensure we all enjoy the freedom we have today.

Official events are being organised and promoted by the charity for VE Day 75, SSAFA, the Armed Forces Charity, which also supports the Merchant Navy. Details of what is being planned and their request for communities to organise events is contained in a letter, which is attached at Appendix 1.

The VE Day 75 website - [www.veday75.org](http://www.veday75.org) contains further resources.

## Action Requested

1. Note the ceremony held to commemorate the 75th anniversary of the D-Day landings.
2. Receive and note the Annual Civic Commemorations, which have been endorsed by the Council’s Community Development Committee on 22n May 2019.
3. Consider potential events and arrangements for marking 75th Anniversary of VE Day in May 2020.



Dear Town and Parish Clerk,

## **APPENDIX 1**

### **TOWN & PARISH COUNCILS - VE DAY 75**

I have pleasure in outlining plans for **VE Day 75**, being organised to celebrate and commemorate the 75<sup>th</sup> Anniversary of VE Day as mentioned in my last communication to you last year.

The 8<sup>th</sup> May 1945 was the day peace emerged after nearly six years of war, so the 75<sup>th</sup> anniversary on 8<sup>th</sup> May 2020 represents an important milestone in our history. I am sure you will agree that we cannot let this day pass without reflecting on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark period. Our celebration, **VE Day 75**, will cover the weekend of 8<sup>th</sup> - 10<sup>th</sup> May 2020, and will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

This includes the Armed Forces personnel from many countries who gave their lives, and those who returned home injured in body and mind; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who put their lives on hold to safeguard the home front.

The official, exclusive charity for **VE Day 75** is SSAFA, the Armed Forces Charity, which also supports the Merchant Navy.

The planned activities over the weekend are as follows:

- The Playing of Battle's O'er & VE 75 Years
- The Nation's Toast to the Heroes of WW2
- The Cry for Peace, around the World
- Churches & cathedrals Ringing out for Peace
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
- Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post

Registration for all participants will be solely through [www.veday75.org](http://www.veday75.org). As well as adding your details you will also be able to download important documents, including a commemorative certificate, and view messages of support from individuals and organisations.

### **FRIDAY 8TH MAY 2020**

#### **3pm – Battle's O'er & VE 75 Years**

3pm is the time Winston Churchill officially announced the end of WW2 from the Cabinet Office at 10 Downing Street, London.

Pipers from around the world will open **VE Day 75** by playing Battle's O'er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle's O'er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band.

Battle's O'er will be played by pipers from the top of the four highest Peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donard, Northern Ireland – and also at the five furthest points in the UK. This has never been undertaken before.

We are encouraging pipers working that day to pause at 3pm to play the tune in their workplace. It will provide pipers throughout the world the opportunity to participate without having to take time off work. We are already aware that a nurse will be playing the pipes on her hospital ward, and that others will be playing at a railway company, in a field and outside a bakery. Those pipers taking part can register their involvement at the VE Day 75 website – [www.veday75.org](http://www.veday75.org).

### **3pm – The Nation’s Toast to the Heroes of WW2**

To coincide with the playing of Battle's O'er thousands of pubs throughout the UK, Channel Islands and the Isle of Man will encourage customers to raise a glass at 3pm and take part in The Nation’s Toast to the Heroes of WW2. All pubs taking part can register their involvement on the VE Day 75 website – [www.veday75.org](http://www.veday75.org).

### **6.55pm – A Cry for Peace Around the World**

Town Criers around the world will be undertaking A Cry for Peace Around the World, kindly written for this occasion by Crier Peter Taunton. The 'Cry', which can be downloaded from the website, will be performed at 7pm local time in locations around the world, starting in New Zealand. Those Town Criers and others undertaking this 'Cry' can register their involvement on the VE Day 75 website – [www.veday75.org](http://www.veday75.org).

### **7pm – Ringing out for Peace**

Bells in churches and cathedrals will ring out at 7pm in a collective celebration of VE Day 75. The sound of church bells is deeply rooted in British culture. They provide the grand soundtrack to our historic moments, calling us to wake, to pray, to work, to arms, to feast, to celebrate and, in times of crisis, to come together. This aspect of VE Day 75 could not be more appropriate, ringing out around the world to celebrate the peace we share today. Those churches taking part can register their involvement on the VE day website – [www.veday75.org](http://www.veday75.org).

### **7pm onwards – Parties and Celebration**

Parties and celebrations will take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common friendship. Those town and cities twinned with others around the world will be encouraged invite them to join in this joyous occasion. We know that many of those taking part will be organising firework displays over the weekend too. Those taking part in this celebratory element of the event can register their involvement on the VE day 75 website – [www.veday75.org](http://www.veday75.org).

## **SATURDAY 9TH MAY 2020**

Parties and celebrations continue.

## **SUNDAY 10TH MAY 2020**

### **10.30am – Church Services of Celebration and Commemoration**

Services will take place in cathedrals and churches throughout the UK, Channel Islands and the Isle of Man to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and the factories, mines and hospitals working during the most challenging of times. Churches wishing to take part should register their involvement on the VE Day 75 website – [www.veday75.org](http://www.veday75.org).

### **Tribute to the Millions & the Last Post**

Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at [www.veday75.org](http://www.veday75.org), and involve a local bugler or trumpeter to play the Last Post and Reveille. Their participation can also be registered on the VE DAY 75 website – [www.veday75.org](http://www.veday75.org).

We do hope that you will take part in **VE Day 75** especially as many of those that served at home and abroad came from the Towns and Parishes of England, so your involvement will be a perfect 'tribute' to the sacrifices made by so many of them.



Please be kind enough to register your involvement in one or more of the events by going to the VE Day 75 Website - [www.veday.org](http://www.veday.org) as soon as possible to enable us to keep in touch with you and update you on progress.

My warmest regards,

*Bruno Peek*

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