

**BRAUNSTONE TOWN COUNCIL**  
**MINUTES OF CITIZENS' ADVISORY PANEL**  
**THURSDAY 6<sup>th</sup> SEPTEMBER 2018**

**PRESENT:** Councillors P Moitt (in the Chair), N Brown, R Waterton, and local residents, J Dodd, J Johnson and L Faulkner.

**Officers in attendance:** Mrs P Snow, Deputy Executive Officer & Community Services Manager and Mrs A Gomes-Alves, Community Services & Engagement Officer.

It was noted that Mr & Mrs Jack and Barbara Hazelgrove had submitted their resignations from the Citizen's Advisory Panel. It was suggested that a letter of thanks be forwarded to them for their hard work and participation in the group.

**1. Apologies**

An apology for absence was received from Councillor Anthea Ambrose.

**2. Disclosures of Interest**

There were no disclosures of interest.

**3. Minutes of the Meeting held 7<sup>th</sup> June 2018**

The Minutes of the Meeting held on 7th June 2018 were received and noted.

**4. Braunstone Town Council Annual Survey Results**

The panel received the results of the Town Council's Annual Satisfaction Survey, including feedback on current initiatives.

It was noted that 19 responses had been received from the Annual Survey compared to 11 that had been received in 2017/2018. It had been approved in the past to offer a £50 prize for completing the questionnaire that would be drawn at an appropriate meeting by the Town Mayor. However, this year the prize draw had been increased to £100 comprising of £50 first prize, £30 second prize and £20 third prize.

The overall response from the survey indicated that residents were satisfied or very satisfied with the services we were providing. Comments had been received on various specific questions on services provided by the Town Council. Comments had been raised regarding the condition of the parks and open spaces which had received a higher proportion of dissatisfied marks and comments. There were also comments regarding smoking under the canopy that links the Braunstone Civic Centre with the library that it was not a suitable place to smoke in the entrance and in view of young people attending the centre and the library.

Members considered ways in which the number of responses to the survey could be increased in the future and it was suggested that a number of surveys could be forwarded to the organisers of groups using our facilities

that could then be disseminated to their members. Also providing surveys and pens in each function room may encourage residents to complete the survey.

## **5. Braunstone Town Library**

The panel considered the latest position with the County Council's proposals for Braunstone Town Library, the role that the Town Council should play and what contributions the community could make to ensure that the Library meets the needs of local residents and represents value for money.

Members noted the current position with the library transfer and were happy with the potential respective roles between the Town Council and Community for running the library.

It was suggested that management of volunteers would be different from managing paid staff and that it may be beneficial for line managers to receive training on managing volunteers. It was also noted that it would be beneficial to train paid staff and allow them time to become established in their roles before volunteers were taken in order for defined roles and tasks to be apparent for volunteers to take on.

It was noted that there had been a disappointing low number of people wishing to volunteer to help with the library but at the present time no confirmed timescale was available for when the library would be taken over by the Town Council which may then encourage more volunteers to be interested. It was suggested that no further requests for volunteers should be undertaken until there was a confirmed transfer date.

Members noted that it was important to inform the community about the existing services the library offered and what events or services they would like to see taking place that could be run by volunteers. This would require consultation with the community in partnership with the Town Council.

## **6. 100th Anniversary of the end of World War I**

The panel reviewed progress with arrangements for commemorating the 100th anniversary of the end of the First World War in November 2018.

Members were advised that plans for the Remembrance Day parade in Braunstone Town from St Crispin's Church to Braunstone Civic Centre were being made by the local community group and that road closures maps, signs and details had been forwarded to the Town Council. Work on the new pathway and hardstanding area at the memorial garden at Braunstone Civic Centre would commence shortly and, subject to the weather conditions or other unseen issues, should be completed by the beginning of October.

Hooks to hang the poppy cascade from the Civic Centre were now in place.

**7. Shakespeare Park Improvement Project**

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

It was noted that a contractor had now been selected by the Town Council to undertake the work on the Shakespeare Park pavilion but not yet formally contracted to do the work.

Research was still ongoing with regards to external funding sources for the project and it was noted that the Town Council had not received feedback from Sports England for the Community Asset fund application. However, another potential source may be available through the Football Foundation which will be followed up.

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

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

It was noted that the health and GP services at Thorpe Astley Community Centre were now established and that the GP services had now increased to 5 days a week at the centre allowing more patients to be seen in a shorter time. This increase in footfall at the centre would provide a wider audience to promote events and activities to that had been organised by the Town Council and local groups. A TV monitor and further leaflet racks would shortly be installed at Thorpe Astley Community Centre to help promote the activities and events taking place in Braunstone Town.

**9. Lubbesthorpe**

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

Members were updated on items that were considered at the Lubbesthorpe Strategic Consultative Forum held on 8<sup>th</sup> August 2018 including public transport, occupation levels at the new estate, primary school, affordable housing and signage for construction vehicles accessing the Lubbesthorpe estate.

**10. Termination of the Meeting**

The meeting closed at 8.35pm.

**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.*



SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_