



BRAUNSTONE TOWN COUNCIL

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Braunstone Town

"Citizens Advisory Panel"

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

28th November 2018

Dear Citizens' Advisory Panel Member

A meeting of the **BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL** will be held in the **Fosse Room at Braunstone Civic Centre** on **Thursday, 6th December 2018** 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 6th September 2018**
To confirm the accuracy of the Minutes of the meeting held 6th September 2018 to be signed by the Chairperson (**Enclosed**).
4. **Braunstone Town Library**
To receive an update concerning the transfer of the Braunstone Town Library Service from Leicestershire County Council to the management of the Town Council (**Enclosed**).

5. **100th Anniversary of the end of World War I**

To reflect on the commemorations for the 100th anniversary of the end of the First World War in November 2018.

6. **Priorities, Projects and Financial Planning**

To receive the Council's medium term strategy along with the current priorities, objectives and capital plan. To determine whether they were relevant to address current and emerging issues faced by the Council and the community. To consider and comment upon progress during the current year and consider and identify any new issues and projects for 2019/2020 and beyond for recommendation to Policy & Resources Committee **(Enclosed)**:

- Appendix 2: Priorities & Objectives
- Appendix 3: Capital Plan.

7. **Annual Survey 2018 - Actions and Responses to Survey Comments 2018**

To set out for consideration the actions and responses to the issues and comments raised by residents in the Braunstone Town Council Annual Survey 2018 **(Enclosed)**.

8. **Shakespeare Park Improvement Project**

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

11. **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 6th 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 7th 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 8th 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

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BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 6th DECEMBER 2018

Item 4 – Braunstone Town Library

Purpose

To receive an update concerning the transfer of the Braunstone Town Library Service from Leicestershire County Council to the management of the Town Council.

Background

At the end of 2017, in the absence of a Community Library service provider for Braunstone Town Library, Leicestershire County Council approached Braunstone Town Council to determine whether the Town Council's proposals, submitted on 4th September 2015, were still on offer since the County Council considered them to be able to deliver the continuation of the library in Braunstone Town. Both Councils in March 2018 agreed to pursue transferring the Library Service to the Town Council.

Proposed Transfer Agreements

Over the summer detailed discussions have been taking place with Leicestershire County Council concerning the Library transfer agreement. The Town Council's priority being to ensure improvement to the Library Service, while ensuring that the Town avoids significant costs and liabilities and the County Council honour their long term lease commitments.

On 23rd August 2018, Policy & Resources Committee approved (Policy & Resources Committee minute 24, resolution 1) the principles of the management agreement and the County Council continuing to honour their lease commitments as follows:

1. Occupation of the Library Building by the Town Council will be through a Licence Agreement / Accommodation Agreement (rather than a Sub-Lease);
2. Leicestershire County Council under the current Lease Agreement will continue to meet the costs of Business Rates, Premises Insurance and all building maintenance;
3. the Town Council, as part of managing the Library Service, will be responsible for managing costs and payments associated with the operations, such as utilities and cleaning; since Leicestershire County Council are responsible for meeting these under the Lease Agreement they will provide an annual grant payment towards these costs, based on their current costs (with RPI increases built into the agreement);
4. the Town Council will be able to make use of the Library building outside Library opening hours for community / local government use. Any charges levied for hire will be retained by the Town Council in full; and
5. the County Council would remain the occupier of the building and the Town

Council would occupy for the purposes of running and administering services from the Library building; therefore, the County Council as the tenant would be able to make use of the building free of charge for their own meetings and initiatives; however, they don't believe this would amount to a huge amount (note the County Council as the tenant cannot invite third parties to use the premises or sub-let without the Landlord's/Braunstone Town Council's consent).

In addition to the above, the standard service conditions for operating a Community Library will be applied by Leicestershire County Council.

In a separate item relating to staffing on the same agenda, Policy & Resources Committee gave delegated authority be given to the Executive Officer & Town Clerk to make arrangements for undertaking the TUPE consultation with identified Library Assistants who have contracts at Braunstone Town Library (Policy & Resources Committee minute 32, resolution 2).

Late in August, the County Council provided draft agreements, these agreements were considered and reviewed in September by both the Council's Management and Leader and legal advice was sought from the Council's Solicitor. Policy & Resources Committee received a full report on 1st November 2018.

There are obstacles with the proposed "Grant Agreement", which would allow the County Council to control Town Council policies and provides for the County Council to cancel and review grant payments and impose obligations in return for this.

In case of policies as a local authority the Town Council has to comply with similar legal standards and the case of the grant, the County Council has an absolute obligation under the lease to meet premises costs. However, the Grant Agreement would have to be terminated to return to that position, meaning termination of the Council's Management of the Library.

As a result, the Town Council requested some important changes to the "Grant Agreement" document and are awaiting a response from the County Council. Once the County Council are happy with the proposed amendments, then the Town Council's solicitor will need to review the amended document and there may be proposed textual changes to ensure that the essence of the text is legally sound.

The Grant Agreement is supplemented by a Licence to Occupy Agreement; the Town Council has no concerns with the proposed occupancy document.

Timescales

Should progress be made this month, and given the TUPE agreements have been accepted in principle, then there is a chance that transfer agreements could be concluded and agreed in January with the aim of fully transferring the service to the Town Council's management as early as March (although more likely to be April).

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL - 6th DECEMBER

Item 6 – Medium Term Priorities and Financial Planning

Purpose

To set out the context for the Council's medium term priorities and financial planning.

Background

Braunstone Town Council first published an assessment of long term financial considerations in January 2014, this was subsequently updated in November 2014, when it was agreed that the Medium to Long Term Priorities and Financial Planning be revised at least on an annual basis in order that changed circumstances and revised predictions can be incorporated into the Council's Medium to Long Term planning process.

The current economic and political climate makes it difficult to predict the medium term and therefore the exercise in predicting the long term was merely projecting over ten years the impact of existing and known pressures and this has limited value. Therefore, on 25th January 2018, the Council agreed *“that the Priorities and Financial Planning process be revised to medium term, updated at least on an annual basis, and covering a rolling 5 year period”*.

By identifying medium term priorities and financial planning, the Council aims to safeguard the delivery of important local services whilst ensuring appropriate future investment in the Town's services and infrastructure.

Economic and Political Context

According to data issued by the IMF, dark undercurrents in the global economy, trade tensions, particularly the US/China trade war, and vulnerabilities in the global financial system, could lead to 0.25% being shaved off the GDP of both the US and China this year, with both countries seeing a reduction in growth of about 0.5% or more next year. Part of the pressure on international markets would arise from any devaluation in the Chinese yuan, putting pressure on other currencies and making their goods more expensive versus Chinese goods. While this is likely to be more significant in Asian markets, the impact on European markets, including the knock on impact, has a real potential to reduce predicted growth.

For the UK economy, due to the timing of the Budget (moved to November), the Office for Budget Responsibility 2018 Forecast evaluation report, which was due to be published in October 2018, has been postponed. However, their Economic and fiscal outlook, published in March 2018, predicted UK GDP growth of 1.5% in 2018, 1.3% in 2019, and then averaging at 1.4% per year over the subsequent three years. The report identifies that borrowing in 2017/2018 was at £45.2 billion (previously predicted £49.9 billion) and anticipates it will be reduced to £21.4 billion by 2022/23.

The annual variation rate of the Consumer Price Index (CPI) in September 2018 was 2.4%, back to average levels for 2018 following a peak at 2.7% in August 2018. CPI is an average of price increases and there are significant variances, for example, electricity prices soared by 9.3%, which was partly due to higher fuel costs. Both of these have an impact on the Town Council's budgets.

In August, the Bank of England raised interest rates from 0.5% to 0.75%, the second rise in a decade. While not affecting existing loans, higher interest rates will impact on the Town Council's further borrowing costs. Nevertheless, many analysts predict that September's lower CPI figure would ease the pressure on the Monetary Policy Committee to make further increases.

September's fall in inflation was announced a day after figures showed that wages were rising by 3.1% - the fastest pace in nearly a decade. There is further comment on employment cost pressures for the Town Council below.

The proposed withdrawal agreement for the United Kingdom's exit from the European Union involves a transition period with the UK remaining part of the Single Market and Customs Union currently until 31st December 2020. During this period it is intended that the final arrangement and ongoing relationship with the EU will be negotiated alongside other international trade agreements. To that extent there will continue to be some degree of economic uncertainty until the shape of these agreements is fully known. In the event that a withdrawal agreement cannot be reached and the Article 50 process isn't extended, then there will be significant economic and financial uncertainties at least in the short term from March 2019.

The 2017 General Election having resulted in no overall control at Westminster resulted in the Government easing the public sector spending controls such as increasing the percentage principal authorities can raise their Council Tax without having to hold a referendum and the ending of the requirement to keep public sector pay rises within 1%. In the event of no agreed withdrawal agreement with the EU, as mentioned above, there is an increased likelihood of a further General Election before spring 2019. Either way, the likelihood of any significant central directed restructuring of local government/local public services and the way they are financed in the short to medium term remains highly unlikely.

In short, for the Town Council, political and economic activity impacts on the amount of money in the public finances and how far that money goes.

Rolling Five Year Budget Plan

Attached as Appendix 1 are the financial projections for the period until 2023/2024, which is based on the following assumptions:

- the full cost of auto-enrolment of all eligible employees into the pension scheme, with a 2% pay increase each year;
- additional staffing costs as a result of TUPE of Library staff and the NJC scale point review;
- 2%, the Bank of England target inflation rate, being added to estimated expenditure;

- financing additional borrowing for the Shakespeare Park improvements
- that the Council will make diminishing savings (up to 2022/2023) to offset increases in cost and the loss of the Council Tax Support Grant; and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The projections make use of the Commuted Sums Reserve, contingency and annual Capitals Projects budget in the short term to offset larger percentage increases in the precept in the forthcoming financial years when the costs identified above need to be met and the Council has to deal with the loss of income resulting from the withdrawal of the Council Tax Support Grant.

These projections, using current tax base information, result in a 4.94% increase on the precept for 2019/20, £5.84 on a band D property and £4.54 on a typical band B property.

Town Council Priorities and Objectives

The Council's Mission Statement sets out its vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

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. "Spectemur. Agendo" translates "Let us be Judged by Our Actions"*

In addition to the Mission Statement, the Council has key Priorities for 2018/2019 and key objectives relating to its Committees and Service Areas, which are attached as Appendix 2. This document forms the Council's Business Plan for the year and is reviewed on an annual basis.

Capital Programme

The Council is responsible for a significant amount of physical assets and to assist with longer term financial planning, the Council approves, in consultation with the Citizens' Advisory Panel, a list of Capital Projects, which includes identified long term improvements to parks and open spaces. The Capital Plan approved with the 2018/2019 budget in January 2018 is attached as Appendix 3. The Plan identifies projects, which the Town Council will need to deliver to ensure the long term sustainability and efficiency of its services.

The Capital Plan is a rolling document, which is reviewed annually alongside the budget. Last year, the plan identified, for the first time, priority projects. The major ongoing capital project is to improve and redevelop the facilities at Shakespeare Park. Also included this year is refurbishment of the toilet facilities at Braunstone Civic Centre, alongside consideration to adapting the bar facilities to expand business and income potential by enabling the current bar to operate a café service during the

daytime in the week.

Investment in the Council's infrastructure will continue to present pressures over the forthcoming years and the Council needs to make financial provision for replenishing its reserves and financing public works loans in order to deliver its Capital Programme. The current position with the reserves is attached at Appendix 4.

Financial Strategy

Since 2014, the Town Council has adopted the following financial strategy:

- Balancing of annual operational income with annual operational expenditure;
- Continued monitoring of the level of reserves and assessment of future investment needs;
- Regular monitoring of reserves and general fund expenditure with proposed actions to address any issues prior to it becoming structural;
- Forecast future year's expenditure on previous actual income and expenditure; and
- yearly assessment of the financial constraints.

Income Pressures

1. Loss of Council Tax Support Grant

In 2013 there were changes in the way council tax was calculated and this resulted in a reduction in the council tax base figure. The Government provided a support grant to principal councils in order to bridge this gap, in Blaby the District Council decided to pass on part of the government grant to parishes. In 2013/2014 Braunstone Town Council received £56,820 in Council Tax Support Grant, which gradually reduced to £48,897 in 2017/2018.

However, Blaby District Council determined in February 2017 to discontinue the redistribution of this grant to parishes, along with ending the redistribution of the New Homes Bonus, from April 2018.

This decision will impact upon the Council's finances, including use of its reserves, and therefore, its ability to deliver capital investment for the next 3 to 5 years.

2. Proposed Changes to Council Tax Support and Exemptions

In September, Blaby District Council undertook a consultation on changes to the Council Tax Support and Exemptions Scheme, that is the means tested discounts Council Tax payers receive, for example those on benefits, and the exemptions, for example for empty homes.

Proposals included a 200% Council Tax charge on properties that have been empty for more than two years. Other changes include no longer giving an unfurnished and unoccupied property a one-month free period of Council Tax, removing the 10% discount for second homes in the district and no longer offering a 50% discount on Council Tax to properties undergoing major repair or structural works.

If all four proposed changes were made it could increase the Council Tax collection by £400,000 per year (spread across District, County, Police Authority, Fire Authority and parish and town councils).

The consultation also included proposals on the Council Tax Support Scheme for Council Tax payers. Currently around 5,000 households receive a means-tested discount. All households currently pay at least 15% towards their Council Tax bill. Four options were considered in the consultation, including reducing the maximum support from 85% to 83%, 80% or 78%. A reduction to 78% would increase revenue across all authorities by a total of £300,000 per year.

There was no proposed change to the amount of help for people of pension age credit, the 25% single person discount or the exemption for those who are severely mentally impaired and living alone.

Should changes be implemented from April 2019 then this will have the impact of increasing the Scaled Council Tax Base figure. The Scaled Council Tax Base figure is the number used to divide the net budget requirement in order to get the Band D charge (all other bands are a ratio to this charge). Therefore, an increase in the Scaled Council Tax figure will increase the Town Council's receipt from the same Council Tax charges.

So far, Blaby District Council has not undertaken detailed assessments of the impact of the various proposals on parish tax bases. However, based on their overall assessment of all proposals being implementing producing a net increase of £700,000 across all authorities, then it is unlikely that any increase received by Braunstone Town Council would be equivalent to the £45,000 - £50,000 previously received in Council Tax Support Grant and New Homes Bonus.

3. Parish Precept and Referendum principles

On 19th December 2017, the Local Government finance settlement for 2018/2019 was confirmed and Council tax referendum principles were not extended to parish and town councils in 2018/19 and this is proposed to continue in the subsequent 2 financial years. An extract from the Communities and Local Government Secretary's speech is below:

"I can also confirm that the government intends to defer the setting of referendum principles for town and parish councils for 3 years. This is subject to the sector taking all available steps to mitigate the need for Council Tax increases.....and the government seeing clear evidence of restraint in the increases set by the sector as a whole".

On 24th July 2018, the Government published its "Local government finance settlement 2019 to 2020: technical consultation", which contained the following paragraphs about referendum principles for town and parish councils:

“In 2018-19, the Government decided to defer the setting of referendum principles for town and parish councils for three years. However, this was conditional upon:

- the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for “invest to save” projects which will lower ongoing costs; and*
- the Government seeing clear evidence of restraint in the increases set by the sector”.*

“In 2018-19, the average Band D parish precept increased by 4.9% (£3.02). This compares to a 6.3% increase (£3.63) in 2017-18, and is the lowest year on-year increase in parish precepts since 2015-16”.

“In view of this, the Government intends to continue the deferral of setting referendum principles for town and parish councils, but encourages parish councils to continue this downward trend, and will keep this area under active review”.

Given the highest projected increase in precept is during the next 3 years with lower increases in the subsequent years; while the extension of the referendum principles to parish precepts in subsequent years remains theoretically possible, any impact would at this stage appear to be much less severe on the Council's finances.

4. Pressure on income from Facility Hires

Since 2016/2017 fees and charges have been increased in line with precept increases. However, this has resulted in cancellation of some longer term hires, who have reported that year on year, slightly above inflation increases has meant that their activity is no longer viable. However, the income received from both centres has over that period remained steady. Nonetheless, given the economic pressures many are facing, to increase hire charges in line with the projected increase in precept over the next 3 years is likely to have a negative impact on the net income from room hire and more widely on the offer and appeal the centres have in the community.

Expenditure Pressures

1. Shakespeare Park Improvement & Development

In January 2018, the Council allocated £20,722 in its annual budget from 2018/2019 for repayment of a £500,000 loan to part fund the improvements to Shakespeare park, based on a repayment period of 40 years. Due to ongoing work to obtain external grants, the proposed works are yet to commence and therefore, the borrowing application has not yet been submitted. Due to the interest rate rise in August 2018, a loan of £500,000 with a repayment of 40 years is now 2.97%, making the annual repayment £21,305.74. This revised figure has been included for 2019/2020 in the projections at Appendix 1.

Given the difficulties in obtaining external funding, Policy & Resources

Committee have explored the potential of borrowing an additional amount over two years. Assuming all current grant applications are successful, the current projected funding deficit for the project would be £364,277. If the Council was to make an additional borrowing application of £365,000, based on the current interest rate, a further repayment of £15,553.20 would be required per annum. This figure has been included in the projections at Appendix 1 from 2020/2021.

2. Library and Customer Service Shop

On 22nd February 2018, Policy & Resources Committee considered arrangements and timescales for the transfer of the management of Braunstone Town Library to the Town Council (Policy & Resources Committee minute 66 2017/2018).

Subject to an acceptable offer being received, Braunstone Town Council on 22nd March 2018 approved that the Town Council take over responsibility for the management and operation of the Braunstone Town Library service (Council minute 5624).

Since the Town Council's model for running the Library includes paid staff, the existing Library staff, who have specific contracts to Braunstone Town Library, are entitled to transfer under TUPE. There are four members of staff with 552½ hours per annum, salaries including on-cost is £6,740 per annum. This figure has been included in the additional staffing cost from 2019/20 in the projections at Appendix 1.

In order to avoid year on year larger increases in the precept, the full use of the contingency is proposed in 2019/2020.

Currently the Town Council received £15,000 per annum from Blaby District Council to provide access to its services through Customer Services, based at Braunstone Civic Centre. The original proposals for taking over the management of the Library were to make overall efficiency savings by combining these services. The Service Level agreement for Customer Services ends on 30th June 2019. In the event that the agreement isn't renewed, then this would add additional pressures to the budget.

3. Review of NJC Scales and Scale Points

As part of the 2016-18 pay deal, the National Joint Council (NJC) agreed to conduct a review of the NJC pay spine. The primary reason for this review is the introduction of the Government's National Living Wage.

Designing a restructured pay spine that is capable of withstanding annual changes to the National Living Wage rate (without the need for regular fundamental reviews) whilst retaining its current flexibility for local employers to apply local pay and grading structures and being compliant with the Equality Act 2010 and single status principals is a significant challenge for the Local Government sector. It is important to state from the outset that a restructured pay spine will not be possible without some additional cost for councils, with

estimates around 10% over the first 5 years from 2019/20. However, the NJC is endeavouring to achieve an outcome that is financially viable for employers and fair to employees.

It is difficult in the absence of the conclusion of the NJC review to predict the impact on the Town Council's finances and whether further reviews would be required by the Town Council to continue to meet the Living Wage Foundation rates. On the worst case scenario of the NJC Review – 10% over 5 years, including the Library staff who are due to TUPE to the Town Council's employment, would result in an increase in salary costs of £51,000 by 2023/24, which has been built into the income/expenditure projections at Appendix 1.

4. Potential Removal of 1% Public Sector Pay Cap

Recent public sector pay review bodies have made recommendations in excess of 1% Public Sector Pay Cap and Government has indicated that it no longer requires pay bodies to apply the pay cap.

On 5th December 2017, the National Employers or Local Government Services made a pay offer to the NJC Trade Unions as follows:

- a two-year pay increase from 1 April 2018;
- the majority of employees - those on salaries starting at £19,430 per annum - to receive an uplift of 2% on 1st April 2018 and a further 2% on 1st April 2019, with those on lower salaries receiving higher percentage increases;
- the offer also includes the introduction of a new national pay spine on 1st April 2019.

Any increases in pay recommended by the NJC will need to be met out of the Town Council's budget, although in anticipation of the NJC Scales Review, the Council is in a good position to meet the current proposal, which has been built into the projections at Appendix 1.

5. Pension Costs

In the financial planning approved in the autumn of 2015, the Town Council allowed for gradual increases in the budgeted amount for pensions since it anticipated that since staff could always opt to join the Local Government Pension Scheme, and most had not, that most of the eligible non-members at the time of auto-enrolment (1st October 2015) were likely to opt-out when auto-enrolled. In fact, all eligible staff having been auto-enrolled remained in the pension scheme, meaning the number of staff in the scheme has doubled. As a result, the £45,010 allocated in 2016/2017 budget was not sufficient with an actual spend at the end of the financial year of £78,478, resulting in a £33,468 overspend. This was rectified in 2017/2018 with provision in the budget for pensions of £85,010, which took into account pay increments and a 1% increase on salary scales.

The actuarial valuation of the Leicestershire County Council Pension Fund has been undertaken, based on the position of each employing body at 31st March 2016. One of the key outcomes of the valuation is the setting of employers'

contribution rates for the three year period commencing 1st April 2017. The new contribution rates for Braunstone Town Council increased from 18.47% to 19.79%, which will need to be factored into the budget estimates.

However, with the removal of the requirement to maintain a 1% pay cap and the offer of a 2% pay increase by the NJC employers for April 2018, going forward, the most significant pressure placed on pensions will be the requirement to meet the extra entitlements resulting from pay increases.

6. Potential rises in the Foundation Living Wage

In February 2015, the Town Council decided to pay the Living Wage, according to the criteria used by the Living Wage Foundation – which is based on the cost of living linked to a basket of household goods and services. The current Living Wage is £8.75 compared to the National Living Wage of £7.83. The lowest NJC pay scale on Braunstone Town Council’s establishment is scale point 13, which in 2017 paid £8.55 and was increased on 1st April 2018 to £9.01 and will become £9.55 on 1st April 2019. The Government’s National Living Wage is due to reach £9 per hour by 2020 and this will be implemented under the NJC from 1st April 2019. While the NJC review of the salary points will take account of this, predicted increases in the cost of living may result in a widening of the gap between the National Living Wage and the Living Wage Foundation rate, which could require the Town Council to review salary scales for some parks and centres staff posts.

7. Investment in Asset and Infrastructure Improvements

Pressures on the revenue budget have squeezed the amounts the Town Council has to spend on improvements to its buildings, parks and playgrounds. The Council has an ambitious Capital Plan, which it aims to deliver through a combination of borrowing, direct payment from annual budgets and grants. The speed at which this happens will have been reduced over the next three years as a result of trying to bridge the funding gap resulting from the loss of Council Tax Support Grant. Any subsequent unforeseen reduction in income or increases in expenditure could impact on the implementation of the Capital Plan.

Current Financial Year (2018/2019)

The actual position in the revenue budget for the current financial year (2018/2019) on 30th September 2018 is as follows:

	Budgeted	Actual
Income	£769,328	£362,550
Expenditure	£806,328	£384,955
Difference	-£37,000	-£22,405

Both income and expenditure to date is below anticipated levels and the current deficit level is down to a similar gap in anticipated income. Civic Centre income is down by £8,673 for the period. However, the Town Council still has income to receive in

relation to the Customer Service Shop and from the ring fenced commuted sums held by Blaby District Council in relation to Thorpe Astley Park.

The most significant area of expenditure, salaries and on costs remains proportionate. Currently there is scope to tighten up on expenditure, should income be below expected levels, in order to avoid a significant end of year over spend.

Committee Consideration

Policy & Resources Committee on 1st November 2018 considered and approved for recommendation to Council, the Council's medium term priorities and financial planning (Policy & Resources Committee minute 41).

Recommendations

1. That the current projections based on known financial pressures identified in the report be noted;
2. that the Council's Mission Statement and the Objectives for each Service Area be used as the basis for calculating the annual budget and any external funding sought;
3. that the Council's General Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations; and
4. that it be confirmed that £18,000 be used from the Council's Commuted Sums Reserve in 2019/20 to offset the loss of Council Tax Support Grant and avoid significant increases in the precept in two consecutive years.

Reasons

1. To provide a foundation for preparing budget estimates for 2019/2020 and beyond.
2. To ensure the Council focusses its activity and spending given the future financial uncertainties.
3. To ensure the highest possible standards within the resources available in the future.
4. Following the withdrawal of Council Tax Support Grant, to use reserves to protect services, while continuing to phase the equivalent in precept increases over a period of 3 years to avoid any adverse impact consecutive large precept increases would have on residents.

APPENDIX 1 – INCOME / EXPENDITURE PROJECTIONS

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Total Requirement	£565,786	£565,444	£567,598	£571,274	£575,487	£581,242
Plus Increase in costs	£5,658	£5,654	£5,676	£5,713	£5,755	£5,812
Less Saving Programme / Income Generation	£6,000	£3,500	£2,000	£1,500	£0	£0
Total including Savings	£565,444	£567,598	£571,274	£575,487	£581,242	£587,054
Additional Pension Provision (+2%)	£39,592	£41,013	£41,833	£42,670	£43,523	£44,393
Additional Staffing Costs	£11,200	£28,400	£33,300	£39,200	£45,100	£51,000
Additional Borrowing Repayments	£20,722	£21,306	£36,859	£36,859	£36,859	£36,859
Deduct Commuted Sum Reserve	£37,000	£18,000	£0	£0	£0	£0
(Balance of Reserves)	£56,555	£38,555	£38,555	£38,555	£38,555	£38,555
Deduct Contingency	£15,850	£20,000	£20,000	£15,000	£0	£0
(Balance for Financial Year)	£4,150	£0	£0	£5,000	£20,000	£20,000
Deduct from Capital Projects	£10,000	£15,000	£15,000	£0	£0	£0
(Balance for Financial Year)	£15,700	£10,700	£10,700	£25,700	£25,700	£25,700
TOTAL REQUIREMENT	£574,108	£605,317	£648,266	£679,216	£706,724	£719,306
Less Council Tax Support Grant	£0	£0	£0	£0	£0	£0
Net Precept	£574,108	£605,317	£648,266	£679,216	£706,724	£719,306
Band D (scaled Tax Base)	4,853.76	£118.28	£124.71	£133.56	£139.94	£145.60
% Increase	9.70%	5.44%	7.10%	4.78%	4.04%	1.79%
Average % Increase	N/A	4.63%				
£5 Increase on Band D (% increase)	N/A	N/A	N/A	£138.56 3.74%	£143.56 3.61%	£148.56 3.48%
Receipt				£672,535	£696,804	£721,073



BRAUNSTONE TOWN COUNCIL BUSINESS PLAN 2018/2019

Priorities & Objectives

Town Council Mission

The Council's Mission Statement sets out its vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

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. "Spectemur. Agendo" translates "Let us be Judged by Our Actions"*

Town Council Priorities (2017/2018)

In addition, Key Priorities for the Town Council during 2018/2019 include:

1. *Shakespeare Park*

The Town Council has ambitious plans to invest in the redevelopment and improvement of sporting, recreation and play facilities at Shakespeare Park. A Working Group has been established involving both the Bowls and football clubs and plans, designs and a schedule of works has been approved and the subject of consultation with partners and the community. The next stages include planning approval, securing funding and appointment of contractors. This is a medium term project which is scheduled for completion in 2019.

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.

3. *Quality of Life Services*

The Town Council continues to provide and support important quality of life initiatives, such as crime reduction and grants for community groups, youth projects and individuals and on tackling poor air quality, recognising the importance of air quality in light of the new Lubbethorpe development, which could result in an increase in air pollution in Blaby District. Since 2014, the Town Council has supported the Local Area Co-ordination project connecting it with the community and by providing a base from which it can operate.

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.

6. Braunstone Town Library

The Town Council continues to work to keep Braunstone Town Library open, this involves, as a community leader, representing the views and aspirations of the community for the future shape of the Library Service and as a Landlord recognising the changing nature of Library service provision while ensuring the sustainability of all services provided from the Civic Centre site. It is anticipated that this role will continue to evolve over the forthcoming years.

7. Thorpe Astley Open Spaces

The Town Council has been responsible for the management and maintenance of Thorpe Astley open spaces since 2014, having received the developer commuted sums. The Town Council aims to 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.

8. Lubbesthorpe

The Town Council continues to represent the concerns of residents and monitor the impact upon their quality of life of the Lubbesthorpe construction, particularly the M1 bridge construction. Following a consultation, the Town Council is 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.

9. Efficient Services

Having made £14,000 of ongoing savings in 2015/2016 without impacting on the delivery of services the Town Council continues to look to make efficiency savings while ensuring the existing services are safeguarded and where appropriate improved. Given the financial uncertainties identified in the

Council's Medium to Long Term Financial Planning analysis, it is likely that the Town Council will continue to apply this approach in the medium term.

Town Council Objectives

In addition to the Mission Statement, the Council has key objectives relating to its Committees and Service Areas.

Planning and Environment Objectives

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the needs of future generations.
2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
4. To inform and consult local residents about major planning proposals, Development Plans and other planning initiatives by central and local government.
5. To work with others to minimise the impact of traffic and from air and light pollution.
6. To promote responsible dog ownership and waste disposal.
7. To provide and maintain street seats and notice boards at key locations.
8. To monitor the New Lubbesthorpe development and to respond to any implications of that development for the environment of the Town.

Community Development Objectives

Nurturing and enhancing community life, equal opportunities and social inclusion.

Young people

1. To create opportunities for young people to have a voice
2. To identify young people's needs and give support to new local initiatives including summer holiday activities

Crime reduction services

3. Reduce opportunities for crime, increase public safety and establish a community spirit

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
5. To provide support for the Office of Town Mayor
6. To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
7. To direct grants to organisations where this will be of greatest benefit to 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

Corporate Management & Capital Project Objectives

1. To ensure effective management of the authority
2. To ensure effective implementation of the Council's policies and priorities
3. To ensure the Council's management arrangements, facilitate performance and efficient use of resources
4. To provide efficient and effective office services to support the Council's activities
5. To provide efficient and effective support to the democratically elected members to enable them to make policy decisions
6. To provide efficient and effective information to committees
7. To deal with telephone calls, and personal callers, promptly, courteously and efficiently
8. To ensure and arrange effective staff training
9. To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
10. To maintain adequate personal records, health and safety controls, and fire evacuation polices
11. To manage and control land and property belonging to the Council
12. To maintain an effective filing and retrieval system
13. To undertake capital projects for the benefit of the citizens of Braunstone Town
14. To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
15. To provide office accommodation for the Council's administrative staff
16. To ensure the Council engages with the Community concerning its activities, including with consultative bodies, such as the Citizens' Advisory Panel.

Community Centres Objectives

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

Open Spaces & Parks Objectives

1. To provide and maintain parks and open spaces to a high standard
2. To provide quality sports facilities to meet identified needs
3. To provide and maintain play equipment to a high and safe standard
4. To help fight pollution by planting trees on our parks

Adopted: 25th January 2018



BRAUNSTONE TOWN COUNCIL

CAPITAL PLAN 2018/2019

The Council's Capital Projects have been identified through identified emerging priorities, the Annual Survey, the Citizens' Advisory Panel and the Parish Plan. A review of the Council's Open Spaces and Parks identified priorities for Capital improvements should external funding arise, as a result Policy & Resources Committee on 11th April 2013 adopted "Proposals and Priorities for Improvements to Our Parks and Open Spaces", which form part of this programme.

Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with Capital Projects and updates the list according to funding and priorities. The Capital Plan forms the foundation of the strategic investment and improvement works undertaken by the Town Council in the year ahead. The Capital Plan proposals are considered and approved at Full Council in January when the budget and precept is set.

Parks and Open Spaces Projects		
Park	Project	Notes
Franklin park	Improvement items identified by the Franklin Park Working Group: completion of gravel path in orchard (to enable access to lower part when the ground is water logged)	
Impey Close playground	Resurface playground with rubber mulch under play equipment and pathway (Rubber tiles damaged and in places missing. Surfaces having been damaged subject to continued vandalism).	Once open space registered with the Council
Mosssdale Meadows & Merrileys	Bridlepath resurfacing (from Kingsway entrance through to Jelson owned land)	On-hold pending review and availability of resources
	Possible resurfacing of footpaths	
	Mosssdale: 2 x new litter bins and 2 x dog waste bins required	
	Toddler swings (estimated five year life span – medium risk) MM	
	Merrileys: 4 x new litter bins, 4 x dog bins, 4 x seats (replacements)	
	Refurbishment of Changing Rooms and Sports facilities at Mosssdale Pavilion. The Changing Facilities and Social Facilities could make more effective use of the space and are in need of improvement and modernisation.	Once Shakespeare Park Improvements completed – scheduled 2018

Parks and Open Spaces Projects (continued)		
Park	Project	Notes
<i>Mosssdale Meadows & Merrileys Continued</i>	Installation of bio-fuel boiler at Mosssdale Pavilion for heating the Sports Facilities and Parks Depot. There is no heating at the premises. There are electric heaters for the staff room at the Depot, which are inefficient and a higher risk for fire. The parks staff also have to pay at the Waste Disposal site to tip hedge and tree cuttings, which could be reused to fuel heat.	Once Shakespeare Park Improvements completed – scheduled 2018
Shakespeare Park	Consider alternatives to respond to problems of burst water pipes from the water tank currently sited on top of the football changing rooms (possible options, heating of tank or removal and installation of electric showers in the changing rooms)	Part of Shakespeare Park Improvement and Development Project, currently scheduled for completion in Spring 2018. Priority Project
	Replacement to Perimeter fencing of Tennis Courts	
	Bowling Club Pavilion – (has an expected 10 – 15 year life span remaining) Consider options for the long term future of the building and possible future wider community use, and replacement of building, and the existing club’s involvement in sourcing funding opportunities for the replacement.	
	Provide additional basketball/netball nets/markings to existing tennis courts to provide an all-year use for the facility.	Part of Shakespeare Park Improvement and Development Project, currently scheduled for completion in Spring 2018. Priority Project
	Additional balance in play area (2-5 or 5 – 12 age group)	
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
	Safety Surface in play area	

Community Centres Projects		
Building	Project	Notes
Civic Centre	Re-carpet corridor, estimated cost £1,500	On-hold pending resources
	Refurbishment of both sets of Toilets. <i>The current toilets are approximately 20 years old.</i>	Priority Project
	Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities (To enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space).	Priority Project
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> • Heating/Air Conditioning • Mood Lighting Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources
	Sound proofing of Partition Doors between Ravenhurst / Winstanley Rooms. <i>Complaints from hirers about noise from adjoining room, potential impact on ability to hire both rooms separately.</i>	
	Refurbishment/Replacement of Fire Doors at Braunstone Civic Centre. <i>Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector (The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training).	
	Civic Centre and Library – creation of single access point and reception area, to include: <ul style="list-style-type: none"> • refurbished reception and welcome desk • refurbished toilets including changing places toilet <i>Potential the Town Council will be involved in managing and operating the Library Service, the creation of a single access point enables greater flexibility of the space and efficiencies in staffing both the Customer Service Shop/Civic Centre and the Library.</i>	On-hold depending on future relationship with Community Library

Community Centres Projects (continued)		
Building	Project	Notes
Thorpe Astley	Creation of Store in Foyer Area at Thorpe Astley Community Centre, estimated cost £3,000 (not required if the Medical Rooms do not get used by the NHS)	To be considered if Medical Rooms are used by NHS permanently.
Both Centres	Repainting of Rooms in both Civic Centre and Thorpe Astley Community Centre where there is dirt or damage (to ensure rooms are attractive to hirers).	Priority Project

General Projects		
Location	Project	Notes
Civic Centre, Thorpe Astley Community Centre, Franklin Park and Thorpe Astley Park	Conversion of Footpath Lighting and Car Park Lighting to LED. <i>Included in Revenue Savings Projects and approved with Centre conversion. Delayed in order to undertake with County Council LED Lighting roll-out, however, County Council decided not to include Parishes at this time. The potential savings make it worth seeking an alternative company to undertake the work.</i>	
Civic Centre, Thorpe Astley Community Centre, Mosssdale Meadows, Thorpe Astley Park and Lubbesthorpe Way Underpass	Renewal and extension of Town Council's CCTV. <i>Existing CCTV images poor, particularly at night, some cameras not working and some key areas not covered.</i>	
Civic Centre and Franklin Park	Resurfacing/ Relining of Civic Centre and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing.</i>	

Adopted by Council 25th January 2018 (Minute Reference 5606).

APPENDIX 4 – RESERVES

The table below summarises the movement during 2017/18 and the balance at the end of the financial year:

Table A – Council Reserves 1st April 2017 – 31st March 2018	
1. Balance at 31st March 2017	£312,803.46
2. (+) Annual precept	£519,556.00
3. (+) Total other receipts	£275,112.89
4. (-) Staff costs	£462,128.74
5. (-) Loan interest / capital repayments	£63,786.42
6. (-) Total other payments	£313,358.56
7. (=) Balance at 31st March 2018	£268,198.63

The table below summarises the current balances and intended uses:

Table B – Reserves 2018/2019		
Balance of Reserves		£268,198.63
Earmarked Reserves	Total	£0.00
Non-Earmarked Reserves	<i>Commuted Sums</i>	£93,375.12
	<i>General Reserve</i>	£174,823.51
	Total	£268,198.63

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 6th DECEMBER 2018

Item 7 – Braunstone Town Council Annual Survey Results

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 2018.

Background

On 7th June 2018, the Citizens Advisory Panel received the proposed Annual Survey for 2018.

The Annual Survey closed on 28th August 2018 and a summary of the responses plus the additional comments was considered by the Panel on 6th September 2018.

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

Community Centres

Comment	Action/Response
Not aware of the hire charges	Hire charges are available upon request at the reception in both our Centres and also on our website.
Visited reception and concluded I must be invisible Always someone at the desk	We always aim to see customers upon arrival however it is not always possible. You can normally expect to be seen within 10 minutes as per our Customer Service Standards.
The toilets and The Bar at the Civic Centre: The toilets – are grim and need complete refurbishment The Bar – modern fittings (carpets, chairs, tables)	The Council's Capital Plan includes schemes for improvements to the Civic Centre toilets and also for changes to the Bar in order that it can also be used as a café/meeting place.

The Community

Comment	Action/Response
Programme of Events: <ul style="list-style-type: none">• Excellent and provides a pleasant social life for local people• Would like more events for younger (45-60) people, please• St George day celebration• More children events activities	Town Council is open for new event ideas. Most of the events are organised by local community groups and charities to help raise funds. As new applications for Programme of Events are due to be send out in January 2019, the Town Council will suggest to groups to try and explore new type of events.

Parks and Open Spaces

Comment	Action/Response
<p>Some areas in the parks appear very neglected</p> <p>A lot of litter around Braunstone Town</p> <p>The open spaces are good</p>	<p>In order to maximise limited funds, the Council focusses its winter works programme on particular parks each winter on a rolling basis. Blaby District Council is responsible for street cleansing and the comment will be passed on.</p>
<p>Fitness equipment on the parks need upgrade</p> <p>Play equipment seems very good for little children & older ones</p>	<p>This suggestion will be looked at as part of the annual review of the Capital Plan.</p> <p>We will continue to prioritise maintenance of play equipment and its rolling renewal / improvements as part of the Capital Plan.</p>
<p>Dog littering is awful around parks</p>	<p>The Town Council is working closely with Blaby District Council and their enforcement teams to address dog mess. This includes signage, information on the law and potential prosecution for offences.</p>
<p>My main worries about our area are the loss of our lovely fields at the 'new village' creeps towards us and the terrible pollution that we are going to suffer as Fosse Park gets bigger and bigger with more shops and more and more traffic.</p>	<p>The Town Council has made Air Quality a priority and is working closely with District Council colleagues who are responsible for monitoring and leading on mitigating actions.</p> <p>The Town Council also has representation on the Lubbethorpe Strategic Consultative Forum who take an overview of the development, highways, services and infrastructure; including the impact on the wider area.</p>

Consultation

Comment	Action/Response
<p>Website – not particularly easy to navigate</p>	<p>Appropriate steps will be taken to ensure that the website is as easy to navigate as possible. Any suggestions welcomed.</p>
<p>It would be good to see more Council announcements in the Life</p> <p>The write up and information in the Life each month is very good</p> <p>More updates on what you're doing (maintenance schedule, events etc)</p>	<p>All upcoming events / projects / meetings are always advertised in the Council's page in the Life and also such information can be found on the Town Council's website and social media. Appropriate steps will be taken to ensure that maintenance schedule is also available to public.</p>

Comment	Action/Response
Use the Life to highlight some outcomes of the various meetings. Be more transparent in terms of negotiations e.g. the change of ownership of the Shakespeare	We will review our publicity in terms of the outcome of meetings. Concerning Shakespeare Park, options on future management are being considered but are yet to be finalised and determined.
Difficult to assess importance of any improvements without knowing proposals and perceived benefits	Project and Initiative Information is available in documents and on the website. We will review whether summary information could supplement this.

Town Council

Comment	Action/Response
I believe Braunstone Town Council does a very good job for the limited income it receives, especially its provision and maintenance of the Thorpe Astley park. Considering the space, time and funding available I think our services are very good	Welcome comments since the Town Council does work hard to maximise use of its resources by focussing its activities on the Council's Priorities and Capital Projects.
Having a monopoly of Town Mayors and Consorts	Town Mayor is elected every year at the Annual Meeting of the Braunstone Town Council in May
Delighted that the Town Council are taking over the library instead of dubious charity and hope it is very successful	Thank you to the community who backed our proposals as the common sense way forward.
Your only real problem is some of your staff's right-wing narrow-minded attitudes on social media. With the diverse range of ethnicity in and around Thorpe Astley and Braunstone Town it needs to be addressed.	Town Council uses social media to promote meetings/events/consultations and those of established partner organisations in the Town. Members of the public can comment on our posts and unless these comments breach the law, the Town Council chooses not to remove them.

Other Services

Comment	Action/Response
The Bar at the Civic Centre – needs updating, too dark and dingy in there	The Council's Capital Plan includes schemes for improvements to the Civic Centre Bar in order that it can also be used as a café/meeting place.
When the bar is open you have drunken men and woman smoking right outside the door of the library not very friendly	

Action Requested

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

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 6th DECEMBER 2018

Item 8 – Shakespeare Park Improvement Project

Purpose

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

Background

A liaison meeting took place in August with the preferred contractor (KM Beasley) to discuss the site works. The contractor needs two months' notice of a start date, meaning that work will now not commence until the New Year. Contracts have yet to be formally drawn up due to funding applications remaining outstanding.

Grant Funding Update

Sport England – Community Asset Fund

On Friday 13th April 2018, a funding application was submitted to Sport England for £150,000 from their Community Asset Fund. A site visit was held on Friday 5th October to find out more regarding the project, in particular the new groups we wished to reach.

Further details were requested by Sport England, which included the future management arrangements for the facility and further information on the facility's use.

Football Foundation Football facilities grant scheme

The Football Foundation has a facilities grant scheme, which includes grants towards buildings. Initial discussions have identified that the Council may be able to access funding up to £100,000 from the scheme. The first stage of the application process to the Football Foundation is to submit a pre-application, the full process of application, liaison and approval could take 3 months and the decisions are made every 3 months, so any decision on grant funding would not be made until the New Year.

Aviva Community Fund

An application was submitted to the autumn round of the Aviva Community Fund, for a potential £25,000. Grant awards under this scheme rely on public support, and confirmation on whether enough votes were cast for the project to be considered in the final round were announced on 27th November and unfortunately the project was not shortlisted.

One advantage of the scheme, if we are unsuccessful, it is possible to resubmit the application to future rounds.

Section 106 Funding

An application for Section 106 funding for the Pavilion and Site Works was submitted on 16th November. The amount available is £17,213.35, which while small, will make a reasonable contribution towards financing the project along with the other schemes set out above. A decision is expected on 13th December 2018.

Borrowing

Policy & Resources Committee received a full report on the borrowing options, process and repayments in June and August 2018.

With the Sport England Community Asset Grant Funding remaining to be determined (see above), the recommendation has not yet been referred to Council for determination.

If the Council chose to submit a borrowing application, with the balance to be found from other funding sources, confirmation that this funding had been secured would need to be provided to the Ministry of Housing, Communities and Local Government.

The Department also considers how the Council will finance the borrowing and where an increase in the precept is required, whether adequate public consultation to that effect has been undertaken. To that extent a further consultation exercise is currently being undertaken and is attached at Appendix 1.

Future Relationship

More details are required for submission to Sport England in order to progress our funding application, this includes:

1. details of the management committee set up;
2. whether the Town Council would have a role on this committee?
3. Are the clubs who will be taking this on, committed to this process? E.g. will the football club and bowls club take on an equal share of responsibility?
4. How long will the lease be?

The establishment of any Management Committee and changes to the lease arrangements requires the engagement and support of the Clubs and their approval through their own governance structures. To that extent a draft outline proposal for the Management Committee is being considered by a meeting of the Shakespeare Park Improvement Project Working Group on Monday 3rd December.

Subject to the Working Group's approval, the outline proposals (as amended) would be forwarded to the clubs for consideration and if approved more detailed work on the legal text undertaken.

Outline Draft Programme of Use

The Executive Officer & Town Clerk has submitted an outline draft programme of use to Sport England, with the caveat that this would be the subject of discussion at the Working Group and with the Clubs.

The outline draft programme of use is attached at Appendix 2.

The proposed outline programme of use is essentially a timetable that plans out how the Pavilion facility will be used. The focus is on the club room and the provision intended for that space. E.g. exercise and fitness classes etc. The draft isn't fixed and doesn't represent any commitments, but an outline plan of how the facility is likely to be used on a day to day basis.

The programme is indicative at this stage, there will be seasonal variations and the clubs will need to identify slots and potential slots for growth and potentially the participation of further clubs/activities.

Tennis Courts

Advice has been received from the Lawn Tennis Association on potential improvements to the Tennis Courts, which includes surface improvements and removal of foliage to bring into proper use for the long term and prevent any further degradation. It was also noted that the courts play in a West to East orientation and it was suggested that the courts play in a South to North orientation to limit glare from low sun.

Officers have discussed with the Lawn Tennis Association their venue management system, ClubSpark, and gate access technology, which allows for pay and play for community useage. The Lawn Tennis Association state that it delivers an excellent customer journey and generates revenue for the long term sustainability of the facility.

Sport England has suggested that there is a potential for the Tennis Courts to also be used for Netball. The advantages is that it expands the sporting offer of the site, the disadvantage is that there would be multiple lines on the courts, which could be confusing and there is a limit to the capacity of the site and pavilion as a whole in terms of number of clubs and their expansion.

Timescales for awarding the contract for the works

Once the outcome of funding applications is known, suspected to be January 2019, two months' notice can be given to the contractor of a start date, meaning that work is likely to commence in March. Contracts will be formally drawn up when the funding has been secured. The current timetable for the project is attached at Appendix 3.

Action Requested

Consider and comment upon:

1. the outline draft programme of use for the Pavilion facility, attached as Appendix 2.
2. the merits of introducing an automated Venue Management System for community tennis playing; and
3. the merits of using the Tennis Courts as a multi-games facility and including Netball.

BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk



**Sports and Recreation Facilities in Braunstone Town
Shakespeare Park Improvements
Consultation**

Braunstone Town Council has an ambitious capital programme for improvements to its parks and recreation spaces, including improvements to sporting facilities, for example the Sports Pavilion and Pitches at Shakespeare Park.

We are inviting you to have your say on Sporting and Recreation provision and priorities for improvements generally and the specific proposals for Shakespeare Park, including how we fund these.

Both the Capital Plan and information on Shakespeare Park Improvements is available on our website and from Braunstone Civic Centre.

1. How important is it to provide services and facilities in the community to support healthy living, wellbeing and community cohesion?

Please circle one: Very Important Important Not Important

2. How important overall are the community sports and recreation facilities in Braunstone Town in achieving these aims?

Please circle one: Very Important Important Not Important

3. Do you feel Braunstone Town has sufficient sporting and recreation facilities?

Please circle one: Too Much Enough Need More Insufficient

4. Which sports do you consider are important for the community?

Please circle which you consider important.

Football Rugby Bowling Pentanque Tennis Netball

Other Sports (Please list):

5. How important is it for Braunstone Town Council to invest in community sporting and recreation facilities for future generations?

Please circle one: Essential Important Not Important Not necessary

Comments (please explain your response):

6. Do you consider the Shakespeare Park proposals will provide a sustainable site for sport and recreations facilities to support healthy living, wellbeing and community cohesion?

Please circle one: Yes No

Comments (please explain your response):

7. In addition to grants from Sport England, the Football Foundation and Blaby District Council; do you consider that Braunstone Town Council should invest in the facility to ensure that the proposed redevelopment can go ahead at a cost of 13p per week for band B and 17p per week for band D on Council Tax bills, 7% of the Town Council's budget?

Please circle one: Yes – represents good value No – not good value

Comments (please explain your response):

Your Name:

Address:

.....

Email

Signed:

Date:

CLOSING DATE FOR CONSULTATION RESPONSES
12noon, Wednesday 9th January 2019

Send your responses to:

Sports & Recreation Facilities Consultation, Braunstone Town Council, Braunstone Civic Centre, 209 Kingsway, Braunstone Town, Leicester. LE3 2PP.

Email: consultation@braunstonetowncouncil.org.uk

Fax: 0116 2824785



APPENDIX 2- Outline Draft Programme of use

Facility: Shakespeare Park Sports Pavilion

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
9am	Community	Community	Community	Community	Community	Football	Football
10am	Community	Community	Community	Community	Community	Football	Football
11am	Community	Community	Community	Community	Community	Football	Football
12pm	Community	Community	Community	Community	Community	Football *	Football *
						Bowling *	Tennis *
1pm	Bowling	Tennis	Bowling	Bowling	Tennis	Football *	Football *
						Bowling *	Tennis *
2pm	Bowling	Tennis	Bowling	Bowling	Tennis	Football *	Football *
						Bowling *	Tennis *
3pm	Bowling	Tennis	Bowling	Bowling	Tennis	Football *	Football *
						Bowling *	Tennis *
4pm	Bowling	Tennis	Bowling	Bowling	Tennis	Football *	Football *
						Bowling *	Tennis *
5pm	Tennis	Football	Football	Pentanque	Pentanque	Private Hire	Private Hire
6pm	Tennis	Football	Football	Pentanque	Pentanque	Private Hire	Private Hire
7pm	Tennis	Football	Football	Pentanque	Pentanque	Private Hire	Private Hire
8pm	Private Hire	Private Hire	Private Hire	Private Hire	Private Hire	Private Hire	Private Hire
9pm	Private Hire	Private Hire	Private Hire	Private Hire	Private Hire	Private Hire	Private Hire

* Seasonal Variation

Appendix 3

The following is the proposed updated timescales for the project, which was approved by Policy & Resources Committee on 1st November:

December 2018	<ul style="list-style-type: none"> • Exploring further funding opportunities for Pavilion and Site Works • Exploring options around long term leases with Clubs, including through a meeting of the Working Group • Consultation with residents, users and sports clubs on Future Arrangements and Funding • Consultation with residents, users and sports clubs on Future Arrangements and Funding
January 2019	<ul style="list-style-type: none"> • Outcome of Sport England Community Asset Fund Application • Policy & Resources Committee reconsiders Borrowing Application • Council determines a Borrowing application • Lead in Period
February 2019	<ul style="list-style-type: none"> • Lead in Period
March 2019	<ul style="list-style-type: none"> • Closure of Tennis Courts (for up to one year) • Commencement of Building Works on Pavilion
April 2019	<ul style="list-style-type: none"> • Invitation to Quote for Playground and Tennis Courts Works
May 2019	<ul style="list-style-type: none"> • Exploring funding for Playground and Tennis Courts
June 2019	<ul style="list-style-type: none"> • Consultation on Playground and Tennis Courts options
July 2019	<ul style="list-style-type: none"> • Funding applications for Playground and Tennis Courts Works
August 2019	<ul style="list-style-type: none"> • Policy & Resources Committee determines quotes for playground and tennis courts works
October 2019	<ul style="list-style-type: none"> • Commencement of works on Playground
November 2019	<ul style="list-style-type: none"> • Completion of works on Playground
December 2019	<ul style="list-style-type: none"> • Pavilion becomes fully operational • Demolition of Old Pavilion begins • Works on Car Park and Car Park extension
January 2020	<ul style="list-style-type: none"> • Commencement of works on Tennis Courts
March 2020	<ul style="list-style-type: none"> • Completion of works on Tennis Courts • Site becomes fully operational

Lubbesthorpe Strategic Consultative Forum

Agenda – Meeting Wednesday 14 November 2018 5.30pm

Blaby District Council – Brookes Room

To be chaired by Councillor Sheila Scott

1. Welcome
2. Apologies
3. Notes of the previous meeting
 - Minutes from the August forum
4. Presentation from Euan Hall of the Land Trust, and an opportunity for questions. Questions may be sent to Louise Hryniw in advance, and by end of the day on 12 November. There will also be an opportunity for questions at the Forum.
Martin Ward of Mather Jamie, the landowner's representative will also be in attendance, and questions are also invited.
5. Matters Arising (see Position Statement Regarding Item 5)
 - General update – Occupations/Primary School Academy Sponsor appointed
 - Affordable Housing
 - Healthcare
 - Construction signage update
 - Murby Way/Foxon Way highway works
 - Waste bins
6. Update on Community Governance Review
7. Issues from Representatives
8. Dates of next meetings

To be discussed

Position Statement Regarding Item 5

Matters Arising

1. General

Occupations; the number of occupations will be provided at the forum so an up to date figure can be given.

Primary School; the academy sponsor has been selected to run the Primary School; OWLS Academy Trust (Oadby, Wigston and Leicestershire Schools)

2. Affordable Housing

56 in total on Phase 1A

40 – 2 bed houses

16 – 3 bed houses

45 – Affordable Rent

11 - Shared Ownership

So far - 20 of the Affordable Rented units have been occupied – with 2 more Affordable Rented units expected to be occupied early January 2019. The Shared Ownership units are not yet occupied, but are due to be from December onwards. As such, the total number of affordable units occupied is 20.

3. Forest House Medical Centre

Construction on the extension works has not started at the time of the preparation of the agenda—an update will be provided on this at the forum.

4. Construction signage update

Communication is ongoing with the Site Liaison Manager at Lubbethorpe as well as the Highways Department at Leicestershire County Council to resolve the outstanding matters relating to the existing signage on the A47; and how that may be improved through a more permanent solution involving post mounted signs. The latest position will be reported at the forum.

At the August forum, the question was raised as to whether additional signage could be placed along the A47 and the A563 saying 'Lubbethorpe Construction Traffic this way'. This has been raised with the County Highway Authority who have said they are content with the current wording and location of the signage and that it would not be appropriate to add anymore.

5. Murby Way/Foxon Way Highway Works

At the August forum, Officer's were asked to approach the landowner to see if they would be willing to carry out the highway works to Murby Way/Foxon Way as soon as practicable. The landowner's representatives have confirmed that they have submitted draft proposals in sketch form to the County Council to upgrade the road crossings that are already there. They are awaiting a response from the County Council as to the acceptability of what they have proposed and have confirmed they do not have any difficulties in doing the works in advance of when they are required, providing the requirements of the County Council are reasonable. The latest position will be provided at the forum.

6. Waste Bins

Following the discussion at the August forum about bins, our Waste Operations Manager has confirmed that BDC operatives have installed a bin at the junction of Tay Road with Tweed Street. A bin has also been placed at the Forest House Lane end of the footpath that links New Lubbesthorpe with Leicester Forest East. BDC are emptying the Tay Road bin on a weekly basis (and empty the one on Forest House Lane in any event because this is on publically maintained land). Drummond have confirmed they are content for another bin to be placed at the Tay Road end of the footpath and a request has been made to our Waste Operations Manager for this additional installation.