



# BRAUNSTONE TOWN COUNCIL

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

*Darren Tilley – Executive Officer & Town Clerk*

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## Braunstone Town

# "Citizens Advisory Panel"

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

30th May 2018

Dear Citizens' Advisory Panel Member

A meeting of the **BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL** will be held in the **Ravenhurst Room at Braunstone Civic Centre** on **Thursday, 7<sup>th</sup> June 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 1st March 2018**  
To confirm the accuracy of the Minutes of the meeting held 1st March 2018 to be signed by the Chairperson (**Enclosed**).
4. **Braunstone Town Council Annual Report 2017/2018**  
To receive a copy of the Town Council's Annual Report for 2017/2018 and to discuss any matters arising from the Report (**Enclosed**).
5. **Braunstone Town Council Annual Survey**

To consider the draft Annual Survey 2018 and arrangements for its circulation (**Enclosed**).

**6. Braunstone Town Library**

To consider 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 (**Enclosed**).

**7. Update on Ongoing Projects**

To consider the latest position with:

- a) 100th Anniversary of the end of World War 1
- b) Health & GP Services in Braunstone Town
- c) Shakespeare Park Improvement Project
- d) Lubbethorpe

(**Enclosed**)

**8. Panel Work Programme for 2018/2019**

To consider priorities, if any, for the Panel's work during 2018/2019.

**9. 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 1<sup>ST</sup> MARCH 2018**

**PRESENT:** Councillors P Moitt (Chair), A Ambrose, N Brown, A Hack, R Waterton and residents Mr J Hazelgrove, Mrs B Hazelgrove.

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

**1. Apologies**

Apologies for absence were received from Mr J Dodd.

**2. Disclosures of Interest**

There were no disclosures of interest.

**3. Minutes of the Meeting held on 7<sup>th</sup> December 2017**

Minutes of Meeting held on 7<sup>th</sup> December 2017 were received and noted.

**4. Update on Braunstone Town Library**

The Panel received the Cabinet Report for Leicestershire County Council to be presented to the Cabinet on 9<sup>th</sup> March 2018. The report advised that Fabula had decided to withdraw from the running of Braunstone Town Library and that the county council had approached Braunstone Town Council to reconfirm that the offer of running the library is still available. Policy & Resources Committee confirmed the decision, therefore, the Cabinet will be presented with and would likely accept the option two that the library service will be run as stand-alone service and the County Council will continue with their obligations under the Lease. Details of the arrangement to be discussed further.

**5. 100<sup>th</sup> Anniversary of the end of World War I**

Members of the Panel were advised that the Town Council had agreed a budget of £1000 towards a Mini Programme of Events for the 100<sup>th</sup> Anniversary of the end of World War I that local Community groups could apply to for up to £200.

The main project is the Community Poppy Cascade at the Braunstone Civic Centre. An update on the last meeting of the supporting group was received and noted. It was suggested that Braunstone Town current memorial garden at Braunstone Civic Centre be improved and further investigations to be made into a draft layout and proposal.

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

Members were advised that the Kingsway Surgery expressed an interest in delivering primary care services from Thorpe Astley Community Centre and signed the Occupational Licence Agreement to open a branch surgery from the Medical Rooms at Thorpe Astley. The service start date is anticipated to be 23<sup>rd</sup> April. On Monday, 5<sup>th</sup> March, building work starts to create en-suit in the treatment rooms, which will take approximately 2 weeks.

## **7. Shakespeare Park improvement Project**

The Panel agreed that this item to be discussed at next Citizens' Advisory Panel meeting.

## **8. Lubbesthorpe**

Members of the Panel were updated on the outcome of the last meeting regarding developments at New Lubbesthorpe.

## **9. Termination of Meeting**

The meeting closed at 8.17pm.

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 7<sup>th</sup> June 2018*

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 7th JUNE 2018**

#### **Item 4 – Braunstone Town Council Annual Report 2017/2018**

##### **Purpose**

To receive a copy of the Town Council's Annual Report for 2017/2018 and to discuss any matters arising from the Report.

##### **Background**

Each year the Council publishes an Annual Report, which is presented at the Annual meeting of the Town Council in May, which sets out its achievements during the previous 12 months. Following adoption of the Annual Report, it is published and circulated along with a satisfaction survey, the results of which are considered by the Town's Citizens' Advisory Panel.

In 2016, the Town Council changed the format of its Annual Report:

- a shorter version, 2 pages instead of 4 pages;
- focus on achievements removing standard references and listing of the Council's services;
- a section summarising key plans/projects for the forthcoming year; and
- information which the Town Council is required to publish: accounts and payments to members of the Council remains included.

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

##### **Annual Report 2017/2018**

The 2017/2018 Annual Report is attached at Appendix 1.



## Welcome to our Annual Report 2017/2018

By Councillor Nick Brown, Leader of Braunstone Town Council

The Town Council continues to provide important services to the community and this Annual Report provides a summary of our achievements over the last 12 months and looks ahead to our aspirations for the next 12 months. Our Annual Survey responses this year showed high satisfaction across our services. We valued your input and throughout the year have acted on comments you made. Therefore, I encourage residents this year to again respond to our survey, your input is valued in shaping our priorities and services to meet resident's needs. I would also like to extend our appreciation to all those local residents and groups who have, over the year, become involved in events and projects instigated by the Council and given their support to assist us in providing the high level of service to local people.



I am delighted that during the year we made significant progress with the NHS to ensure that the unused medical rooms at Thorpe Astley Community Centre would be utilised for much needed GP services from April 2018. We also received planning approval for our ambitious proposals to improve the pavilion, recreation and play facilities at Shakespeare Park. During 2018/2019 we plan to obtain funding, appoint a contractor and start the works. Finally, on 9th March, Leicestershire County Council approved the principle of the Town Council taking over the management of our Library. Over the summer of 2018 we will be working with the County Council on the detailed legal agreements and timescales for transfer. This is good news for Braunstone Town since this decision at last secures the future of our library after years of uncertainty.

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

Once again, thank you for your time.

Councillor Nick Brown

### Accounts for the Year Ended 31<sup>st</sup> March 2018

Year Ended 31 <sup>st</sup> March 2017		Year Ended 31 <sup>st</sup> March 2018
£		£
<b>350,420.68</b>	<b>Balances brought forward</b>	<b>312,803.46</b>
495,653.00	(+) Annual Precept	519,556.00
233,535.76	(+) Total other receipts	275,112.89
442,383.95	(-) Staff costs	462,128.74
63,912.42	(-) Loan interest / capital repayments	63,786.42
260,509.61	(-) Total other payments	313,358.56
<b>312,803.46</b>	<b>(=) Balances carried forward</b>	<b>268,198.63</b>
308,408.89	Total cash and short term investments	250,239.41
4,542,472.99	Total fixed assets and long term assets	4,549,629.49
379,906.10	Total borrowings	335,103.23
<b>The Audit for 2017 was completed on 22nd September 2017</b>		

### MEMBERS ALLOWANCES 2017/2018

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

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

### Our Mission Statement

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



### BRAUNSTONE CIVIC CENTRE CUSTOMER SERVICE SHOP

Monday – Friday, 9.00am – 5.00pm

Kingsway, Braunstone Town, Leicester, LE3 2PP TEL: 0116 289 0045 FAX: 0116 282 4785  
EMAIL: [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk) [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)



# About Braunstone Town Council



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

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

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

## Our Achievements in 2017/2018

- Held public meetings with the NHS and local GP surgery to **address issues with primary care/General Practice provision** across the Town.
- Worked with the NHS, Kingsway Surgery and Blaby District Council to ensure that **NHS General Practice services** would be provided from **Thorpe Astley Community Centre**, including signing of the agreement and carrying out modifications to the building.
- Co-ordinated and supported Community Groups to deliver a varied **programme of events to the community** including quiz nights, concerts and craft fairs.
- Following vandalism, made **improvements** to play equipment and safety surfaces at **Franklin Park Play area**.
- Reached an in-principle agreement with Leicestershire County Council to manage **Braunstone Town Library**, while the County Council continues to meet its long-term lease obligations.
- Completed the legal transfer and took possession of public open space at Thorpe Astley from Persimmon Homes. We completed transfer arrangements with Barrett Homes, for transfer in 2018/19.
- Obtained planning approval and received tenders for the contract for the **improvements to the Pavilion, recreation and play facilities at Shakespeare Park**, aiming for work to commence in 2018/19.
- Continued to work with Blaby District Council to support initiatives aimed at **improving air quality** and mitigating impact of the Lubbethorpe development on residents.
- Invested in two new **speed monitoring signs** to address safety concerns around speeding traffic and facilitated the establishment of a **Community Speed Watch Scheme** in Thorpe Astley.
- Ensured the **continuation and improvement of pre-school services at Thorpe Astley Community Centre**.
- Invested in new more **efficient parks plant equipment**, while making **on-going savings**.

### Room Hire Figures

CENTRE		Year Ended 31 <sup>st</sup> March 2018
Braunstone Civic Centre	Hires	3023
	Income	£70,251.93
Thorpe Astley Community Centre	Hires	1613
	Income	£29,872.27

## Plans for 2018/2019

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

- Invest in the redevelopment and improvement of sporting, recreation and play **facilities at Shakespeare Park**;
- **Improvements to our community facilities** at both Braunstone Civic Centre and Thorpe Astley Community Centre;
- Support Thorpe Astley Community **Speedwatch and road safety measures** to protect the safety of pedestrians around Meridian Way;
- Positively and proactively respond to the evolving and changing social demographic of the community through developing and supporting new and existing events and **community/social inclusion initiatives**;
- Meet the needs of Thorpe Astley residents by facilitating the delivery of **services and events at Thorpe Astley Community Centre**;
- Continue to work to **keep Braunstone Town Library open**;
- Complete the legal transfer of open spaces at Thorpe Astley to the Town Council in order to enable future investment and improvement to the facilities, including ensuring improvements are implemented to the **Culvert at Thorpe Astley Park**;
- Actively working with the developer and Blaby District Council to ensure that the **land adjacent to the M1 bridge is suitably landscaped** to provide protection for residents from the new road and to provide a leisure and recreation space;
- Continue to look to make efficiency savings while ensuring the existing **services are safeguarded and where appropriate improved**.

### Annual Survey – available in July and August 2018 Responses Entered into a Free Prize Draw

The views of Braunstone Town residents are vital in assisting the Council in providing services that people really want and also helps us to articulate the needs and aspirations of our local community to the larger District and County Councils or to other agencies and government bodies.

You can help us in making decisions on our services by completing the Council's Annual Survey. Hard copies can be obtained from Braunstone Civic Centre and Thorpe Astley Community Centre, or if you wish we can post it to you. The survey is also available online at [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

**CLOSING DATE FOR RETURNING YOUR RESPONSES**  
**9am, TUESDAY 28th AUGUST 2018**

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 7th JUNE 2018**

#### **Item 5 – Braunstone Town Council Annual Survey**

##### Purpose

To consider the draft Annual Survey 2018 and arrangements for its circulation.

##### Background

Each year, once the Annual Report has been agreed at the Annual meeting of the Town Council in May, the Annual Survey is published and circulated alongside the Annual Report.

##### Background

In 2015, the Annual Survey was amended to include questions relating to some of the Council's initiatives as well as including a satisfaction survey. This approach was received well by those responding as well as by the Citizens' Advisory Panel and the same approach was adopted for the survey in 2016 and 2017.

In 2016 instead of sending the survey to 300 random addresses across the Town, which produced a response of 4% (numbers of responses being in the early 20s), a note was included in the Annual Report, which was published in Braunstone Life to say the survey is available on the Town Council's website and from the Customer Service Shop. 55 survey responses were received in 2016 compared to 24 in 2015 and 23 in 2014.

However, in 2017, only 11 responses had been received by the deadline and a decision was taken to extend the deadline to 27th September (due to the published draw date being 28th) and a further 4 responses were received.

The results of the 2017 survey were considered by Citizens' Advisory Panel on 7th December 2017 along with the responses to the survey comments were, both can be found on our website, and demonstrates the Town Council's commitment to considering and responding where possible to the suggestions and comments included in survey responses.

##### Annual Survey 2018

The proposed Annual Survey 2018 is enclosed at Appendix 1, which will be considered for approval by Policy & Resources Committee on 14th June 2018.

The same approach has been adopted for the survey this year (2018), albeit that

some of the survey questions have been amended and tailored to the recent achievements and forthcoming priorities.

The survey has more targeted questions as follows:

- a) What do you think of the level of Customer Service provided at Braunstone Civic Centre?
- b) Programme of Events – What type of events would you like us to organise?
- c) Open Spaces and Parks – What do you think of the standard and variety of play equipment on our parks?
- d) Town Council's website and Social Network pages – What do you think of the accessibility and information on the Town Council's website?
- e) The Bar at the Civic Centre – Do you think the bar is family friendly?

For the last few years a draw prize of £50 has been offered. In order to generate more interest it has been proposed that three prizes are offered this year of £50, £30 and £20.

The results of the satisfaction survey are due to be presented to the Citizens' Advisory Panel at the next scheduled meeting on 6th September 2018.



# BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Executive Officer & Town Clerk – Darren Tilley



## Annual Survey 2018 Three Prize Draw - £50, £30, £20

You can help us in making decisions on our services by completing the Satisfaction Survey overleaf. We welcome your comments where possible so we can understand your choice of level of satisfaction.

Please let us have your views and return the form to the Town Council: (one submission per resident).

### **CLOSING DATE FOR RETURNING RESPONSES - TUESDAY 28<sup>th</sup> AUGUST 2018**

THE FIRST THREE FORMS TO BE RANDOMLY SELECTED BY THE TOWN MAYOR PRIOR TO THE COUNCIL MEETING ON 27<sup>th</sup> SEPTEMBER 2018 WILL RECEIVE £50, £30 and £20 (Please complete your contact details below).

To claim the prizes, the winners must agree to a cheque presentation from the Town Mayor, a photograph being taken and this being used in Town Council publicity. Town Councillors and Town Council employees are welcome to submit a response but are not eligible to be entered into the draw. Anonymous submissions are welcome; however, to be entered into the draw you must provide your full name and address.

BRAUNSTONE TOWN COUNCIL SATISFACTION SURVEY	Very Satisfied	Satisfied	Dissatisfied	Not aware of this	Do not use this service
<b>What is your opinion of the level of the following services provided by the Council?</b>					
<b>Braunstone Civic Centre</b> ( <i>function rooms, activities, hire charges, etc.</i> ) COMMENTS:	<input type="checkbox"/>				
<b>What do you think of the level of Customer Service provided at Braunstone Civic Centre?</b> COMMENTS:	<input type="checkbox"/>				
<b>Thorpe Astley Community Centre</b> ( <i>function rooms, activities, hire charges, etc.</i> ) COMMENTS:	<input type="checkbox"/>				
<b>Sponsored Programme of Events</b> – What do you think about the type and range of event taking place in both our centres?  What type of events would you like us to organise? COMMENTS:	<input type="checkbox"/>				
<b>Open Spaces &amp; Parks</b> ( <i>play equipment, location of litter/dog bins, etc.</i> )  What do you think of the standard and variety of play equipment on our parks? COMMENTS:	<input type="checkbox"/>				
<b>Town Council's Website and Social Network pages</b> ( <i>content, ease of use etc.</i> )  What do you think of the accessibility and information on the Town Council's website? COMMENTS:	<input type="checkbox"/>				
<b>The Bar at the Civic Centre</b> ( <i>accessibility, opening hours, etc.</i> )  Do you think the bar is family friendly? COMMENTS:	<input type="checkbox"/>				



# BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Executive Officer & Town Clerk – Darren Tilley



## Annual Survey 2018 Three Prize Draw - £50, £30, £20

BRAUNSTONE TOWN COUNCIL SATISFACTION SURVEY Continued		Very Satisfied	Satisfied	Dissatisfied	Not aware of this	Do not use this service
What is your overall opinion of the performance and services provided by Braunstone Town Council? GENERAL COMMENTS:		<input type="checkbox"/>				
BRAUNSTONE TOWN COUNCIL INITIATIVES Please rate how important you consider the following Town Council services and initiatives		Very Important	Important	Not Important	Not required	Not aware of this initiative
<ul style="list-style-type: none"> <li>Improvements to toilets and The Bar at the Civic Centre What do you think would improve the toilets and The Bar at the Civic Centre? COMMENTS:</li> </ul>		<input type="checkbox"/>				
<ul style="list-style-type: none"> <li>Improvements to our Community Centre facilities (both Braunstone Civic Centre &amp; Thorpe Astley)</li> </ul>		<input type="checkbox"/>				
<ul style="list-style-type: none"> <li>Initiatives to improve Quality of Life (e.g. initiatives to help reduce crime and improve air quality)</li> </ul>		<input type="checkbox"/>				
<ul style="list-style-type: none"> <li>Supporting Community Groups and facilitating new groups and community events</li> </ul>		<input type="checkbox"/>				
<ul style="list-style-type: none"> <li>Facilitating delivery of additional services / community events at Thorpe Astley Community Centre</li> </ul>		<input type="checkbox"/>				
<ul style="list-style-type: none"> <li>Improvements to Park facilities at Thorpe Astley</li> </ul>		<input type="checkbox"/>				
<ul style="list-style-type: none"> <li>Using land adjacent to the new M1 bridge at Thorpe Astley for leisure and recreation</li> </ul>		<input type="checkbox"/>				
COMMENTS:						
Any additional issues, services or initiatives, which you feel the Town Council should be addressing?						
YOUR DETAILS						
NAME				ADDRESS		
EMAIL				TEL NO.		

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 7th JUNE 2018**

#### **Item 6 – Braunstone Town Library**

##### **Purpose**

To consider 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.

##### **Background**

In 2014, Leicestershire County Council consulted on and approved proposals which included Braunstone Town Library being transferred to be managed by the community. Also during 2014, Blaby District Council held discussions with the Town Council over the model and future shape of the Joint Customer Service Shop at Braunstone Civic Centre.

On 15<sup>th</sup> May 2014, Braunstone's Annual Towns Meeting unanimously resolved that *“Braunstone Town Council work with the community, other partners and stakeholders and uses its offices, powers and influence to keep the Braunstone Town Library open and also provide a better service that is more responsive to the needs of local residents”*.

In this context proposals were considered by Policy and Resources Committee on 12<sup>th</sup> June 2014 and subsequently by Citizens' Advisory Panel in autumn 2014, which included:

1. Combining the Customer Service Shop with the Library Service either by relocating the Customer Service Shop in the Library or by combining the Civic Centre and Library buildings to create a single access point via one reception; or
2. Running the Library as a separate Service, with paid Library staff or staffed using volunteers, or a combination of both.

Both Policy and Resources Committee, which also held public participation sessions, and Citizens' Advisory Panel agreed to support the model of combining the Customer Service Shop with the Library Service.

Policy and Resources Committee on 17th December 2014 considered initial outline proposals for combining the Customer Service Shop and Library, along with estimated costs and decided that the proposed model be approved as the Town Council's model for delivering both the Library Service and the Customer Service Shop in Braunstone Town and therefore on that basis, the Town Council submitted an expression of interest in January 2015 to Leicestershire County Council to run Braunstone Town Library.

On 9th July 2015, Leicestershire County Council's Cabinet determined not to accept the outline business plan submitted by the Town Council and invited a second and final period for expressions of interest to run the Library.

On 20th August 2015, Policy & Resources Committee considered alternative options for the Town Council to run the Library and assessed their viability. The Committee also received legal advice on the status and obligations of the Library lease, which included specific advice in relation to how the lease agreement sat in the context of other decisions.

As a result, on 4th September 2015, the Town Council submitted to Leicestershire County Council two alternative models to run the Library:

- a) an updated version of the initial Outline Business Case for the Combined Public Services Facility as the preferred option; and
- b) a second Outline Business Case where the Town Council takes over running the existing service, with the County Council continuing to meet its obligations under the Lease.

County Council Cabinet on 7th October 2015 determined not to accept the Town Council's proposals and approved a 3 month consultation with Braunstone Town residents and library users on the alternative provision of library services. The consultation explored alternative library service provision based on the mobile library service for book lending, online library services and Council-funded libraries for all other services.

During the consultation period an alternative proposal to manage Braunstone Town library was submitted to Leicestershire County Council by a social enterprise group (Fabula). County Council Cabinet on 1st March 2016, determined that the Fabula proposal most closely matched the support package on offer, in that it enabled the County Council to sub-let the running costs of the lease to Fabula, thereby making a saving on the lease/running costs, therefore the Cabinet decided that the Fabula proposal was pursued rather than those proposed by the Town Council.

Since that time the Fabula proposal was progressed and an independent charitable organisation was established, Braunstone Town Community Library. However at the end of 2017, Fabula/Braunstone Town Community Library group concluded that their plans had become unsustainable due to time pressures and staff capacity in pursuing their plans.

### Current Proposals for the Library

In the absence of a service provider for Braunstone Town Library, Leicestershire County Council approached the Town Council to determine whether the Town Council's proposals, submitted on 4th September 2015, were still on offer since the County Council consider them to be able to deliver the continuation of the library in Braunstone Town for the following reasons:

- it is the most pragmatic way forward to sustain the library service in the area;

- there is strong Town Council and local community support in adopting the Town Council proposal;
- the County Council is obligated to honour the terms of the lease agreement held with the Town Council; and
- the library would continue to operate from its current site.

The Town Council reconfirmed its offers were still on the table at Policy & Resources Committee on 22nd February 2018.

The County Council's Cabinet on 9th March 2018 approved the Town Council's outline proposals to take over management of the Library service, while the County Council continues to meet its long-term lease obligations.

### Transfer Arrangements

Transfer of Braunstone Town Library to Braunstone Town Council's management will not take place until later in the year since the legal agreements and detailed arrangements needed to ensure that the transfer is successful are currently under discussion and remain to be finalised. Once approved through each body's constitutional processes, there would then be around a couple of months lead in time before the formal transfer took place and the Town Council became responsible for managing the Library. It is the County Council's intention to keep the Library operating during the interim period.

### Role of the Citizens' Advisory Panel

On 12th June 2014, Policy & Resources Committee agreed the Panel's Terms of Reference, attached as Appendix 1, to support Braunstone Town Council to work with the community, other partners and stakeholders and to use its offices, powers and influence to keep the Braunstone Town Library open and to provide a better service that is more responsive to the needs of local residents.

The Terms of Reference are broad and given that transfer discussions are now taking place, it is timely and appropriate for the Panel to consider and advise on the four areas of the terms of reference identified as "Developing future Library provision in Braunstone Town" (terms of reference a – d).

Concerning the second part of the terms of reference, "Ensuring a better and more responsive Library service in Braunstone Town" (terms of reference e – h), given implementation of these would require understanding of the parameters of the final legal agreements and the management of the Library being transferred to the Town Council, it is recommended that future improvements be considered as appropriate at future meetings of the Panel.

BRAUNSTONE TOWN COUNCIL

BRAUNSTONE TOWN CITIZENS ADVISORY PANEL

BRAUNSTONE TOWN LIBRARY SERVICE – TERMS OF REFERENCE

Braunstone Town  
***“Citizens Advisory Panel”***  
.....INFORM.....CONSULT.....INVOLVE.....

**PURPOSE:** To support Braunstone Town Council to work with the community, other partners and stakeholders and to use its offices, powers and influence to keep the Braunstone Town Library open and to provide a better service that is more responsive to the needs of local residents.

The Citizens Advisory Panel shall have authority and consent to undertake its work in accordance with the general responsibilities delegated to it and in accordance with the Terms of Reference as set out below:

**Developing future Library provision in Braunstone Town**

- a) Develop options for Library service provision, taking into account the aspirations of service users and the community and the availability of resources.
- b) Identify appropriate and realistic service standards (including customer service and performance), including mechanisms for review and the continued engagement of the community and service users.
- c) Identify new initiatives and potential partnership arrangements, including sources of funding in order to provide a better and more responsive service.
- d) Promote the involvement of volunteers and community groups in providing Library services and make recommendations on the balance of resources between paid, volunteer and professional staffing and support.

**Ensuring a better and more responsive Library service in Braunstone Town**

- e) Assess emerging new priorities, undertake benchmarking and research best practice, assess the availability of resources and recommend improvements to Library provision.
- f) Assess the needs of the community undertaking consultation utilising a range of methods and tools and make appropriate recommendations where necessary to revise customer service standards and service provision.
- g) Make recommendations on appropriate performance measures and future targets and receive regular performance monitoring reports and make recommendations on improvements where necessary.
- h) Review the effectiveness of mechanisms to engage the community and volunteers in the provision of a Library Service.

The Panel will evidence its work and make appropriate recommendations to the Council's Policy & Resources Committee.

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 7th JUNE 2018**

#### **Item 7 – Update on Ongoing Projects**

##### Purpose

To consider the latest position with:

- a) 100th Anniversary of the end of World War 1
- b) Health & GP Services in Braunstone Town
- c) Shakespeare Park Improvement Project
- d) Lubbesthorpe

##### 100th Anniversary of the end of World War 1

The Town Council are pursuing proposals for the installation of a permanent footpath to the memorial garden and a new War Memorial Stone at Braunstone Civic Centre and quotations are being obtained for approval this month in order that work can be carried out over the summer.

A Dedication Service for the new memorial is planned for Wednesday 7<sup>th</sup> November at 1.30pm.

For the Remembrance Service on Sunday 11<sup>th</sup> November 2018 the Community Life group are organising a parade from St Crispin's Church to Braunstone Civic Centre for a service at the memorial garden which would include Civic dignitaries, Church brigade, youth organisations (scouts, guides, cadets etc.), Royal Air Force Association and other organisations.

##### Health & GP Services in Braunstone Town

Since the autumn of 2016, the Town Council has been working on behalf of concerned local residents representing their concerns to the NHS about issues of access and availability of General Practitioners at local GP surgeries.

Following a meeting of Policy & Resources Committee in October 2017, Kingsway Surgery presented ambitious proposals to address many of the problems residents have identified when accessing GP services by utilising the unused NHS facility at Thorpe Astley Community Centre.

The new Kingsway branch surgery received its first patients on Monday 30<sup>th</sup> April and will initially be open on Mondays and Thursdays. However, the practice is hoping to offer more appointments as patient demand grows. The Thorpe Astley service offers patients registered at Kingsway Surgery GP appointments, practice nurse clinics and a minor surgery clinic.

## Shakespeare Park Improvement Project

Following planning approval, the Town Council has finalised the site layout and the plans for the new sports pavilion and has received tenders for the construction works, which are currently being assessed, ahead of a contractor being appointed in the summer.

The Town Council has agreed to cover at least half the cost and is seeking Sport England funding and external sponsorship towards this project.

The Town Council continues to work hard with its partners to move the project forward to the delivery stage and it is anticipated that work will commence on the site in the late summer.

With an anticipated construction of around 12 months, once complete, the site will host improved play facilities, including provision of sensory play equipment, improved tennis courts, extended car parking and a new sports pavilion facility including modern changing facilities and a multi-function, multi-purpose club room, meeting room and social facility.

## Lubbesthorpe

A meeting of the Lubbesthorpe Strategic Consultative Forum was held on Wednesday 9th May:

- i. there are currently 116 houses occupied and 43 exchanged but yet to be occupied; the current occupation rate is between 15 and 18 houses per month;
- ii. the first Primary School is due to be open by September 2019;
- iii. 13 affordable homes are due to be provided by June, with further completions due December/January;
- iv. there is currently no indication that the requirement to pay £250 annual management fee is affecting the rate at which houses are occupied and in four years a residents trust will be formed to set the management fee;
- v. a County Highways Officer had been invited to the meeting, yet no one was in attendance; but County Highways confirmed through email that highway improvements to Meridian Way would be considered after 300 occupations, this is despite the bridge over the M1 opening earlier and it now being the route for construction vehicles; and
- vi. a residents' consultation had taken place concerning traffic calming for Maytree Drive and Barry Drive in Kirby Muxloe, any improvements would be financed from Lubbesthorpe Section 106, although confirmation of work and timescales was still awaited.