



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

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Braunstone Town

"Citizens Advisory Panel"

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

29th August 2018

Dear Citizens' Advisory Panel Member

A meeting of the **BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL** will be held in the **Large Meeting Room at Thorpe Astley Community Centre** on **Thursday, 6th September 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 7th June 2018**
To confirm the accuracy of the Minutes of the meeting held 7th June 2018 to be signed by the Chairperson (**Enclosed**).
4. **Braunstone Town Council Annual Survey Results**
To receive the results of the Town Council's Annual Satisfaction Survey, including feedback on current initiatives (**Enclosed**).
5. **Braunstone Town Library**

To consider 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 (**Enclosed**).

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

To review progress with arrangements for commemorating the 100th anniversary of the end of the First World War in November 2018.

7. **Shakespeare Park Improvement Project**

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

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

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

9. **Lubbesthorpe**

To receive an update on issues relating to the Lubbesthorpe development and its impact (**Enclosed**).

10. **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 7th JUNE 2018

PRESENT: Councillors P Moitt (in the Chair), N Brown, R Waterton, and local residents, Mrs N Blight, Mr J Dodd, Mrs B Hazelgrove, Mr J Hazelgrove, Mr Jim Johnson.

Officers in attendance: Mr D Tilley, Executive Officer & Town Clerk and Mrs P Snow, Deputy Executive Officer & Community Services Manager.

1. Apologies

An apology for absence was received from local residents Mrs S Zastawny.

2. Disclosures of Interest

There were no disclosures of interest.

3. Minutes of the Meeting held on 1st March 2018

The Minutes of Meeting held on 1st March 2018 were received and noted.

4. Braunstone Town Council Annual Report 2017/2018

The panel received a copy of the Town Council's Annual Report for 2017/2018.

Members were advised that the Annual Report would be published in the June edition of the Braunstone Life in place of the monthly Town Council report and would be available at the community centres and on the website.

5. Braunstone Town Council Annual Survey

The panel considered the draft Annual Survey 2018 and arrangements for its circulation.

It was proposed that the Annual Survey 2018 include questions on various services provided by the Town Council in order to gauge resident's views on specific aspects of the Town Council's services. In previous years a prize draw was offered to encourage residents to complete and return an Annual Survey with a prize of £50 being offered. It was proposed that the prize fund be increased for the Annual Survey 2018, to provide a first prize of £50, second prize of £30 and a third prize of £20.

6. Braunstone Town Library

The panel considered 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 discussed the options available for the staffing of the Braunstone Town library once the Town Council took over the running of the library and how volunteers could support this. Members suggested it would be useful to set up a working group to start considering how the library would operate before the lease is transferred rather than wait until the transfer is complete in order to ensure that things were in place from the outset. It was noted that the transfer of the library to the Town Council could have restrictions imposed with regards to opening hours and activities and therefore it would be difficult to make arrangements for staffing until the lease is agreed.

Further discussions would be held on the setting up of a working group and the terms of reference for the group to be agreed.

7. Update on Ongoing Projects

The panel received an update on the following ongoing priorities:

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

8. Panel Work Programme for 2018/2019

The panel considered priorities, if any, for the Panel's work during 2018/2019.

Due to the forthcoming commitment on the library it was agreed that no new priorities for the Panel would be considered in 2018/2019.

9. Termination of the Meeting

The meeting closed at 8.35pm.

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 6th SEPTEMBER 2018

Item 4 – Braunstone Town Council Annual Survey Results

Purpose

To receive a summary of the results of the Town Council's Annual Satisfaction Survey received to date.

Background

On 7th June 2018, the Citizens Advisory Panel received the proposed Annual Survey and noted the distribution method.

It was proposed that the Annual Survey 2018 include specific questions on various services provided by the Town Council in order to gauge resident's views on specific aspects of the Town Council's services.

In previous years a prize draw had been offered to encourage residents to complete and return an Annual Survey with a prize of £50 being offered. It was proposed that the prize fund be increased for the Annual Survey 2018, to provide a first prize of £50, second prize of £30 and a third prize of £20.

The Annual survey was approved by Policy & Resources Committee on 14th June 2018 and has been available for collection from Braunstone Civic Centre and Thorpe Astley Community Centre and is available on the Town Council's website, both as a document and as an online survey. The published deadline was Tuesday 28th August in order that the results of the satisfaction survey could be presented to the Citizen's Advisory Panel at this meeting. The prize draw for the first, second and third prizes would be undertaken by the Town Mayor prior to Council on 27th September.

Current Results

The deadline for completing the Annual Survey was Tuesday 28th August and we have received 19 responses compared to last year's total number of 11 responses. A summary of the results received to date are attached as Appendix 1.



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 28th AUGUST 2018

THE FIRST THREE FORMS TO BE RANDOMLY SELECTED BY THE TOWN MAYOR PRIOR TO THE COUNCIL MEETING ON 27th 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
<p>What is your opinion of the level of the following services provided by the Council?</p>					
<p>Braunstone Civic Centre (<i>function rooms, activities, hire charges, etc.</i>) COMMENTS:</p> <ul style="list-style-type: none"> Have used the function rooms a few times for other people's parties and the rooms were very good, well looked after. The Civic Centre is a good amenity for the general area. I think the function rooms are all satisfactory, but I'm not aware of the charges. The Centre seems to be very well used and popular. 	5	6	1	□	7
<p>What do you think of the level of Customer Service provided at Braunstone Civic Centre? COMMENTS:</p> <ul style="list-style-type: none"> Staff at Thorpe Astley always helpful & super friendly but professional Always someone at the desk. Only used to pay and collect garden waste bags. These are quite expensive but that's Blaby DC not Braunstone Have been very helpful the times me and my family have required help and information there It seems to be good however on two occasions over the last 18 months when I visited reception I concluded I must be invisible. I find it less welcoming than it used to be in the reception area. The staff sometimes don't seem very interested. Weekend staff very helpful. 	6	8	2	1	2
<p>Thorpe Astley Community Centre (<i>function rooms, activities, hire charges, etc.</i>) COMMENTS:</p> <ul style="list-style-type: none"> As above (staff at TA.) & staff are familiar to me and my students and are extremely helpful I know Thorpe Astley a bit. There is a good adequate community centre but apparently little community. Apart from the medical room, I don't really have reason to visit as I live too near the Civic Centre. 	1	7	1	1	8



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

<p>Sponsored Programme of Events – What do you think about the type and range of event taking place in both our centres?</p> <ul style="list-style-type: none"> • Civic Centre good. Don't know about Thorpe Astley • I think it's excellent and provides a pleasant social life for local people. Quizzes are my favourite. Diwali very good. <p>What type of events would you like us to organise? COMMENTS:</p> <ul style="list-style-type: none"> • More events for younger (45-60) people please • St George day celebration • Some of the events could be updated • I am a town councillor and as such feel it is not my responsibility to organise events • More children events activities • Could be more diverse events • Im sorry I don't know. If I think of anything I will let you know. • Would love to see a play? Don't go to social events at Thorpe Astley. 	<p>3 10 3 1 2</p>
<p>Open Spaces & Parks (<i>play equipment, location of litter/dog bins, etc.</i>)</p> <ul style="list-style-type: none"> • I understand that there are 3 people employed to maintain grounds etc. Some areas in the parks appear very neglected. Kingsway is always well maintained but the Town is so much more than this one road. • I think the fitness equipment on the parks could be given an upgrade. The dog littering is awful around the parks only today my son got dog mess all over his shoes. The play park for young children cannot be used as at times it's filthy from food and mess from older children. • I think the open spaces are good. This includes the parks. • Haven't a dog so don't use them but litter & dog bins seem adequate. <p>What do you think of the standard and variety of play equipment on our parks? COMMENTS:</p> <ul style="list-style-type: none"> • I think they are good, well maintained and adequate. • Play equipment seems very good for little children & older ones. 	<p>2 9 5 <input type="checkbox"/> 3</p>
<p>Town Council's Website and Social Network pages (<i>content, ease of use etc.</i>)</p> <p>What do you think of the accessibility and information on the Town Council's website? COMMENTS:</p> <ul style="list-style-type: none"> • not particularly easy to navigate • glad to see a slight increase in the use of social media but could be better. Not everyone has access to technology but everyone receives a copy of The Life. It would be good to see more Council announcements in this publication. • Have no access to websites or Social Network 	<p>2 6 3 3 5</p>
<p>The Bar at the Civic Centre (<i>accessibility, opening hours, etc.</i>)</p> <p>Do you think the bar is family friendly? COMMENTS:</p> <ul style="list-style-type: none"> • Only use occasionally so can't comment • Fair Prices • No, but needs updating too dark and dingy in there • Not at all. I have abandoned taking my son round there when the bar is open as you have drunken men and woman smoking right outside the door of the library not very friendly. Also the people that use aren't the friendly of people almost don't like new custom in there. • Is it necessary for the bar to be family friendly? I thought we should not encourage children to visit pubs! They could become drunken louts and BTC would be to blame! • Really only visit during the day but find it pleasant, comfortable and friendly. 	<p>3 6 2 <input type="checkbox"/> 6</p>



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

<p>What is your overall opinion of the performance and services provided by Braunstone Town Council? GENERAL COMMENTS:</p> <ul style="list-style-type: none"> 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. We are a joint council and one stop shop. Considering the space, time and funding available I think our services are very good. Useless 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. I live not far from this property and certainly did not see any information on the discussions regarding change of use. My opinion is that it is a good convenient place to live. Most people seem happy. We do get on unfair amount of misguided bad publicity. I think perhaps the 'Town' could sell itself better. I think Braunstone suburb would have been a better name! I know the Council isn't responsible for the minibus but it's a wonderful facility and lovely that we can book places at the Civic Centre. The write up and information in the Life each month is very good and thank you very much to all our Councillors for what they do, which must be a difficult job at times – Council page. 	<p>3 12 3 □ 1</p>
<p align="center">BRAUNSTONE TOWN COUNCIL INITIATIVES Please rate how important you consider the following Town Council services and initiatives</p>	<p align="center"> Very Important Important Not Important Not required Not aware of this initiative </p>
<ul style="list-style-type: none"> Improvements to toilets and The Bar at the Civic Centre <p>What do you think would improve the toilets and The Bar at the Civic Centre? COMMENTS:</p> <ul style="list-style-type: none"> Modern fittings (carpets, chairs, tables) Wider use of them. As Thorpe Astley resident again, this is an element I do not use, and would urge any initiative is done as efficiently as possible. A great idea. This had been needed to be done for years! The toilets are grim and need complete refurbishment. The bar does not need much of an upgrade. I would not be happy if an upgrade to the bar benefited primarily non residents I feel this wouldn't be value for money to improve these facilities. I do not use them enough to have an opinion but they serve their purpose if they ain't broke... Have no particular desires or ideas 	<p>5 2 4 2 6</p>
<ul style="list-style-type: none"> Improvements to our Community Centre facilities (both Braunstone Civic Centre & Thorpe Astley) 	<p>4 2 5 5 3</p>
<ul style="list-style-type: none"> Initiatives to improve Quality of Life (e.g. initiatives to help reduce crime and improve air quality) 	<p>9 6 □ 2 2</p>
<ul style="list-style-type: none"> Supporting Community Groups and facilitating new groups and community events 	<p>4 9 2 2 2</p>
<ul style="list-style-type: none"> Facilitating delivery of additional services / community events at Thorpe Astley Community Centre 	<p>4 6 4 2 3</p>
<ul style="list-style-type: none"> Improvements to Park facilities at Thorpe Astley 	<p>2 4 5 3 5</p>
<ul style="list-style-type: none"> Using land adjacent to the new M1 bridge at Thorpe Astley for leisure and recreation 	<p>4 4 7 4 2</p>



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

COMMENTS:

- Having a monopoly of Town Mayors and Consorts! There are more people in Braunstone than the foxes and Bill Wright!!
- I believe creating a community within Thorpe Astley should largely be left to the residents themselves. The area is extremely transient and (my perception is) that there is a large churn. Any such community spirit should be community led and is not for Town Council to burden themselves with this responsibility.
- I think our Town Council and all the workers at both buildings work hard for Braunstone Town (including Thorpe Astley).
- Noise levels of traffic is the only issue that sometimes impacts on teaching lesson with open doors in the summer
- Difficult to assess importance of any 'improvements' without knowing proposals and perceived benefits
- More outdoor gym facilities would be good. There is a lot of litter around Braunstone Town and a lot of rental houses front garden are a mess so maybe a campaign to keep Braunstone tidy? Also, a better rubbish disposal service maybe then houses garden or parks would not be a dumping ground for waste.
- I think quality of life here is quite good. Unfortunately, crime will never go away, wherever one lives. It is not too bad here.
- I think it's good that there is a proper bus service between Braunstone Town, Fosse Park and Thorpe Astley but wish we had a timetable.
- Delighted that the Town Council are taking over the Library instead of a dubious charity and hope it is very successful.

Any additional issues, services or initiatives, which you feel the Town Council should be addressing?

- Encouraging a litter free, graffiti free area
- Shops on Cyril Street and the east side of NRS
- Thank you for your good work, but I'd encourage more information and updates in terms of what you're doing. The Braunstone Life piece is an excellent start but I will admit it's extremely dry. As a resident I like to know events, maintenance schedules and what you do. I know you do an awful lot of good work and I feel it needs communicated more widely!!
- Public consultation on the general environment whether it is the responsibility of Blaby District or Braunstone Town.
- Good to see online surveys. Please highlight their existence together with the availability of hard copies in The Life
- Your only real problem is some of your staffs' 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.
- Waste, litter, cleaner parks. Smoking near library from the bar at the Civic is ludicrous teaches young children the wrong attitude.
- This area gets quite a lot of unjustified bad publicity, invariably in the Mercury. The content suggests the reporter has no idea of where the boundaries are. I would like to see official response to this misreporting. I know Nick Brown has replied (I used to but don't now).
- My main worries about our area are the loss of our lovely fields as 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 and more shops and more and more traffic.

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 6th SEPTEMBER 2018

Item 5 – Braunstone Town Library

Purpose

To consider 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.

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.

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

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.

At a meeting of Braunstone Town Council on 22nd March 2018, the decision in principle to take over the running of Braunstone Town Library was approved (Council minute 5624).

Transfer Arrangements

Transfer of Braunstone Town Library to Braunstone Town Council's management will not take place until later this year/early next 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.

The County Council have agreed to pay up to £2k towards legal costs to enable the Town Council to seek advice on transfer agreements.

Proposed Management and Accommodation Arrangements

An understanding around the principles of the management agreement and the County Council continuing to honour their lease commitments is 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.

Leicestershire County Council have drawn up the agreements based on the above approach. These were received by the Town Council on 17th August and will need to be considered by both the Council's Management and Leadership Team and legal advice sought from the Council's Solicitor, in order for the Policy & Resources Committee to consider whether the proposed agreements would be acceptable and in line with the Town Council's approach for managing the Library Service.

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).

In the context of the principles set out above for a Management and Accommodation Agreement, it is possible to shape the roles of the Town Council and that of the community in running the Library Service and associated services after the transfer.

The following table sets out potential respective roles:

Town Council	Community	Both / Either
1. Premises Management, property / lease matters 2. Staff and Volunteer Management 3. Finance and budgeting 4. Premises Staffing during opening hours 5. Cleaning 6. Utilities 7. Procurement 8. Stock Management 9. Information and Communication Technology Services	1. Community Events and Activities (including provision of refreshments) 2. Learning Events and Initiatives 3. Exhibitions 4. Promoting Reading and Learning 5. Book Reading / Story telling sessions 6. Fundraising 7. Outreach book service.	1. Book Issuing / Returns 2. Assisting Customers 3. Ordering, Reserving and Displaying Stock 4. Chasing books and enforcing fines 5. Updating electronic resources 6. Keeping the library organised and tidy 7. Maintaining library catalogues 8. Maintaining an inviting environment.

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.

Action Requested

Contribute towards addressing the following questions in order to assist with 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; and
- 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.

BRAUNSTONE TOWN COUNCIL

BRAUNSTONE TOWN CITIZENS ADVISORY PANEL

BRAUNSTONE TOWN LIBRARY SERVICE – TERMS OF REFERENCE

Braunstone Town
“Citizens Advisory Panel”
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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 – 6th SEPTEMBER 2018

Item 7 – Shakespeare Park Improvement Project

Purpose

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

Contract Award and Works

On 14th June 2018, Policy & Resources Committee determined tenders and awarded the contract for the site and pavilion improvement works.

A meeting and site visit was held on Monday 13th August with the preferred contractor. Practical arrangements were discussed concerning site safety and notifying local residents. The location of the site compound has been confirmed as being the tennis courts, which will result in the courts being closed during the site works and subsequent refurbishment of the tennis courts.

The contractor needs two months' notice of an agreed start date. Therefore, the earliest start date for the site and pavilion works is likely to be late October, more likely to be November.

Once the works have commenced site meetings will be held with the contractor each month. These meetings will involve the Executive Officer & Town Clerk, Council Architect, Council Surveyor and any other professional employed to advise the Council on elements of the project as necessary and the appointed representatives of the contractor.

Anticipated Costs for the Project

Based on the awarding of the contract to the lowest tender, the anticipated cost for the pavilion and site works is £1,121,450, with architects fees being 6% of the contract value and a reserve amount of 5%. All other known costs are fixed.

The playground and tennis court refurbishments are anticipated at £84,000, based on desktop research of equipment and installation costs, again with a reserve amount of 5%.

£3,000 has been identified for legal and professional advice relating to any lease arrangement for the management of the pavilion facility.

The following table sets out the breakdown of the costs for project:

Item	Estimated Cost
Rebuilding Pavilion, demolition of existing Pavilion and extensions to the car park, installation of lighting and landscaping	£998,452
Architects Fees – Technical Design to completion <i>(6% of the contract value)</i>	£59,907
Quantity Surveyor – Post-tender	£5,450
Mechanical & Engineering – Post Tender Duties	£4,239
Health & Safety	£4,800
Reserve (5% of cost)	£53,642
Sub-Total	£1,126,490
Refurbishment of Playground, installation of Sensory Play Equipment and changes to the entrance area	£50,000
Refurbishment of Tennis Courts, replacement surface and perimeter fencing	£30,000
Reserve (5% of cost)	£4,000
Sub-Total	£84,000
Legal Fees – Management Arrangements	£2,500
VAT Advice – Management Arrangements	£500
TOTAL	£1,213,490

Funding

The Council determined that it would seek to match fund the cost of the project. For the Pavilion and site works this would likely be through a Public Works Loan. For the playground and tennis courts this would likely be through use of Reserves.

On Friday 13th April 2018, a funding application was submitted to Sport England for £150,000 from their Community Asset Fund. The application was submitted with a copy of the Business Case and larger Business Plan with plans, specifications, funding and projected operational costs. In July, Sport England sought clarification on a few points. At the time of writing, a decision is awaited.

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

On 23rd August 2018, Policy & Resources Committee determined the funding, including use of borrowing.

The following table sets out the current funding position for the project and is based on the assumption that applications to the Sport England Community Asset Fund and for Section 106 Funding are successful:

Project	Funding Source	Funding Amount
New Pavilion (including Demolition of existing Pavilion) and improvements to site layout	Public Works Loan	£500,000
	Sport England – Community Asset Fund	£150,000
	Capital Budget (over 2 years)	£20,000
	Section 106 Funding	£15,587
	Sub Total	£685,587
	Requirement	£1,126,490
	Funding Deficit	- £440,903
Playground and Tennis Courts Improvements	Reserves	£40,000
	Sub Total	£40,000
	Requirement	£84,000
	Funding Deficit	- £44,000

In the event that the Sport England Community Asset Fund and/or Section 106 Funding applications are not successful, then the Council potentially will reconsider the position with the size and scale of the project.

Borrowing

Councils can borrow for capital expenditure as defined in section 16 of the Local Government Act 2003. Assuming the funding deficits set out in the table above, the Council could seek to borrow the balance or part of the balance from the Public Works Loan Board. Although there is no national limit on the total amount of borrowing available to local councils in England, the amount that an individual council is allowed to borrow is normally limited to £500,000 in any one financial year. It is worth noting that the total borrowing of the Town Council is currently £335,103.

The Council has allocated £20,722 in its annual budget for 2018/2019 for repayment of the loan based on a repayment period of 40 years, the anticipated life span of the new pavilion. The rate for a loan of £500,000 with a repayment of 40 years is 2.77%, the annual repayment is £20,756.50 and the total repayment is £830,260.80.

Given the building works will span over two financial years, there is an option to borrow an additional amount in April 2019. Should the Council opt to borrow further up to £500,000, based on the current interest rate, a further repayment of £20,756.50 would be required per annum, which would increase the overall budget from £574,107 to £594,864, the equivalent of a 3.62% increase on the precept, increasing band D by £4.28 per annum and a typical band B by £3.32 per annum.

If the Council chose to submit a borrowing application for £500,000, 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.

If the funding from other sources did not materialise, then the Town Council could submit a separate borrowing application.

Alternatively, the Town Council could submit a borrowing application for up to £1m and the Ministry of Housing, Communities and Local Government could do the approval in principle method where they would issue an approval letter for 12 months in Year 1 where the Council would draw down £500,000 and then in Year 2 if the remaining amount did not materialise from the other funding sources, then a second approval letter would be issued in year 2 for up to an additional £500,000.

The Ministry of Housing, Communities and Local Government recommend that with large applications, parish/town councils use the approval in principle method if the application is over £500,000 so as to ensure best financial management.

Reserves

The end of year accounts for 2017/2018 identify the levels of reserves as:

- £174,824 General Reserve
- £93,375 Commuted Sums

£55,000 is earmarked to be transferred into the general fund during 2018/19 and 2019/20.

Additional Funding / Sponsorship

Following the last meeting, the Executive Officer & Town Clerk sent out letters to local businesses seeking sponsorship for the project. At the time of writing, there had been no offers of financial support. Further sources of funding are being explored from the Big Lottery Fund, Lawn Tennis Association and Football Foundation.

Discussions have also taken place with club representatives concerning assistance with sourcing additional funding and a Crowd Funding Page has been set up to enable individual club members and residents to contribute towards the project.

Future Management Arrangements

Meetings have been held with club representatives concerning the operation of the Pavilion once completed. The preferred option would be to sub-let to one of the clubs or to a management committee. This would allow the clubs to directly run the Pavilion, being responsible for operational costs and receipt of monies from the hire of the facility, as well as being able to access operational funding opportunities which exist for sports clubs and charitable organisations.

Timescales

Revised timescales, taking into account the content of this report, are attached at Appendix 1.

APPENDIX 1 – TIMESCALES

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

August 2018	<ul style="list-style-type: none"> • Exploring further funding opportunities for Pavilion and Site Works • Policy & Resources Committee considers Borrowing Application • Outcome of Sport England Community Asset Fund Application
September 2018	<ul style="list-style-type: none"> • Exploring funding for Playground and Tennis Courts Works • Council determines a Borrowing application • Lead in Period
October 2018	<ul style="list-style-type: none"> • Closure of Tennis Courts (for up to one year) • Commencement of Building Works on Pavilion • Exploring options around long term leases with Clubs
November 2018	<ul style="list-style-type: none"> • Invitation to Quote for Playground and Tennis Courts Works
January 2019	<ul style="list-style-type: none"> • Policy & Resources Committee determines quotes for playground and tennis courts works
March 2018	<ul style="list-style-type: none"> • Commencement of works on Playground
April 2019	<ul style="list-style-type: none"> • Completion of works on Playground
June 2019	<ul style="list-style-type: none"> • Pavilion becomes fully operational • Demolition of Old Pavilion begins • Works on Car Park and Car Park extension
August 2019	<ul style="list-style-type: none"> • Commencement of works on Tennis Courts
September 2019	<ul style="list-style-type: none"> • Completion of works on Tennis Courts • Site becomes fully operational

Lubbesthorpe Strategic Consultative Forum

Agenda – Meeting Wednesday 8 August 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 May forum
4. Presentation from Go Travel Solutions – Robin Pointon and John Keenan will present on the work being done to develop and promote sustainable travel choices at Lubbesthorpe. Questions are invited in advance, to be submitted to Louise Hryniw by Tuesday 31 July.
5. Matters Arising (see Position Statement Regarding Item 5)
 - General update – Occupations
 - Primary School 1 – construction commenced 14 June / Applying for a Place
 - Affordable Housing – number of units occupied/ Number of bedrooms in the 58 Affordable Units on Phase 1a
 - Forest House Medical Centre – additional capacity created
 - Construction signage update
 - Management fee
6. Update on Community Governance Review
7. Issues from Representatives
8. Date of next meeting

14 November

Position Statement Regarding Item 5

Matters Arising

1. **Occupations**

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

2. Primary School 1

Construction commenced on 14 June. The Primary School is due to be open, based on current occupation rates by September 2019. It will be a two-form entry Primary School with a pupil capacity of 420.

The applications process is now open for pupil places. This is to be done in the usual way through the Leicestershire County Council website and the closing date is 15 January 2019.

If the outcome of the process for securing the school operator is known at the time of the forum, this will be reported on.

3. Affordable Housing

The first affordable housing units were transferred to the Registered Provider, Midland Heart, and occupied on 24 May (4 units), 30 May (6 units), 19 June (3 units) with further units due in December 2018, and January 2019.

On Phase 1a (the first 565 dwellings), there are 40 x 2 bed affordable houses, and 16 x 3 bed affordable houses.

4. Forest House Medical Centre

The extension will provide an additional 5 clinical/ consulting rooms at the Warren Lane Practice. This will include additional facilities for Doctors, as well as Nurse Practitioners.

Construction on the extension works is expected to start by the end of July –an update will be provided on this at the forum.

5. 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. New signs are to be designed and constructed to replace the existing signage close to Beggars Lane – a full update will be provided at the forum.

6. Management Fee

The annual management fee is £250 plus indexation. Representatives on behalf of Drummond, the landowner, have confirmed :

- This figure is a maximum.
- The various areas that will be maintained from the management charge will be transferred to the Land Trust. The Land Trust Agreement provides for Drummond to meet any annual shortfall should expenditure exceed total Annual Management Company income. The Land Trust is a registered Charity and cannot make a loss on any of its sites, and so the liability/risk runs with Drummond.