



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

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Braunstone Town

"Citizens Advisory Panel"

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

25th August 2021

Dear Citizens' Advisory Panel Member

A meeting of the **BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL** will be held in the **Council Chamber** at **Braunstone Civic Centre** on **Thursday, 2nd September 2021** commencing at **7.30pm**, the agenda for the meeting is set out below.

The Council extends an invitation to any interested local residents and user's groups to attend the meeting to participate in the debate either by attending **Braunstone Civic Centre** or by video link using **Zoom Video Conferencing** (details below).

Join Zoom Meeting

<https://zoom.us/j/99036611840?pwd=NzFSbkRKM05BVE1GQkhVRWR6UUtCdz09>

Meeting ID: 990 3661 1840

Passcode: 551111

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**
To confirm the accuracy of the Minutes of the meeting held 26th November 2020 and 29th July 2021 to be signed by the Chairperson (**Enclosed**).

4. **Panel Work Programme for 2021/2022**

To receive a copy of the Town Council's Annual Report for 2019 - 2021 and to consider priorities, if any, for the Panel's work during 2021/2022 (**Enclosed**).

5. **Braunstone Town Council Surveys**

To consider a programme of surveys (**Enclosed**).

6. **Enhancing a Socially Inclusive and Vibrant Community**

To consider how the Town Council can support community groups recover and be sustainable following the Covid-19 pandemic, along with developing new and existing events and community/social inclusion initiatives in order to reduce isolation and build community cohesion (**Enclosed**).

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 26th NOVEMBER 2020

PRESENT: Councillors Cllr Phil Moitt (Chair), Cllr Nick Brown (Vice-Chair) and Councillors Anthea Ambrose and Marion Waterton; local residents Lin Burrows and Talent Nyandoro.

Officers in attendance: Mr Darren Tilley, Executive Officer, Town Clerk & Responsible Financial Officer, and Mr John Burrows, Communications & Events Officer.

1. Apologies

Apologies for absence were received from Councillor Tracey Shepherd and local resident Jim Johnson.

2. Disclosures of Interest

There were no disclosures of interest.

3. Minutes of the Meeting held 2nd March 2020

The Minutes of the Meeting held on 2nd March 2020 were received and noted.

4. Celebrating the Life of Significant People

The Panel considered the merits and potential options for celebrating the life of significant people, including Gordon Banks.

It was noted that the Community Development Committee had discussed the blue plaque scheme for residents like Gordon Banks but noted that the blue plaque scheme required an individual to have been dead for 20 years prior to a plaque being installed. It was also suggested that a general approach to 'significant figures' be taken and recommended a consultation with residents be undertaken in early 2021.

It was suggested that a commemoration group or panel be formed in order to discuss items on a case by case basis to ensure that any commemoration would be appropriately discussed and applied to each individual.

Members queried if the families of the deceased had been approached regarding the commemoration and suggested that there were other methods of commemoration, including dedicating rooms or sports facilities.

Members also discussed what the criteria would be to judge a 'significant figure', their impact on the local area and what they had contributed to Braunstone Town itself.

AGREED that the Panel re-consider the item in 2021, once face to face meetings had resumed, in order to ensure that all residents that wished to contribute, were able to; and the following be submitted for consideration:

- (a) a list of notable residents;
- (b) a proposed criteria to enable the Council to judge a 'significant figure', in relation to their impact on the local area and contribution to Braunstone Town; and
- (c) details of a proposed public consultation.

5. Priorities, Projects and Financial Planning

The Panel received the Council's medium-term strategy along with the current priorities, objectives and capital plan in order to determine whether they were relevant to address current and emerging issues faced by the Council and the community.

The Panel was asked to consider and comment upon progress during the current year and consider and identify any new issues and projects for 2020/2021 and beyond for recommendation to Policy & Resources Committee.

It was noted that priorities would be reassessed in January with the budget and council tax, as well as briefly discussing the possibility of offering room hire incentives.

AGREED that the report be noted.

6. Shakespeare Park Improvement Project

The Panel received an update on progress with works to the site and pavilion and considered next steps for improvements to the play and tennis court facilities at Shakespeare Park.

It was noted that the works on the new pavilion build were going well, with the mechanical, electrical and plumbing work ongoing, and that the pavilion would be due to open in Spring 2021, pending Covid-19.

Tenders for the refurbishment of the playground and tennis courts had been received and shortlisted, and a public consultation launched asking for comments on the plans.

Some members of the panel had visited the site in October and work seemed to be progressing well, and that the refurbishment of the tennis courts would be a priority, as they had been used by the contractor as a compound for equipment. It was noted that the new pavilion was bigger than the existing one and would be an asset to the town.

AGREED that the report be noted.

The meeting closed at 7.30pm.

These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled to be 4th March 2021.

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
MINUTES OF CITIZENS ADVISORY PANEL
THURSDAY 29th JULY 2021

PRESENT: Councillor Nick Brown (in the Chair) and Councillors Anthea Ambrose, Christian Startin-Lorent, Marion Waterton and local resident John Dodd.

Officers in Attendance: Mr Darren Tilley, Executive Officer, Town Clerk & Responsible Finance, Mrs Pauline Snow, Deputy Executive Officer & Community Services Manager, Miss Scarlett Myers, Communications & Events Officer.

1. Election of Chair

In the absence of the either the Chair or Vice-Chair, nominations were sought for chair for the meeting.

It was proposed and seconded that Councillor Nick Brown be Chair for the meeting.

AGREED that Councillor Nick Brown be elected Chair for the meeting.

2. Apologies

Apologies for absence were received from Councillors Leanne Lee and Phil Moitt.

3. Disclosure of Interest

There were no disclosures of interest.

4. Climate Change & Environment Strategy Consultation Draft

The Panel received the Consultation Draft of Braunstone Town Council's Climate Change and Environmental Strategy in order to discuss and respond to the consultation (Item 3 on the agenda).

A six-week consultation undertaken with residents was being undertaken, which would end on 16th August 2021. Comments regarding the consultation were invited from members attending the meeting and would be welcomed.

The strategy would be broken down in themes including:

Audit – This would consider our current carbon footprint & how to reduce and offset the footprint. Inevitably this will be used as a way to measure and test the improvements by 2030.

John Dodd noted that the consultation contained a number abbreviated capital letters such as OECD & PCC Special Report and requested these were written in full in order for the public to understand what these referred to. Members suggested that the document be drafted to ensure it is easily readable and include a glossary or the name of the organisation in full at the start of the document.

It was noted that a number of people/organizations had been contacted regarding the consultation including Town councilors, officers, community groups, non-Braunstone Town Councillor, Braunstone Life and Blaby District Council officers. The Draft had also been advertised to the public via the Town Council's social media and website.

Members noted that it was difficult to get responses to consultations but the level of response was appropriate at this point. The doing and actioning of the plan was the important section where the public/schools become involved.

Following the final consultation, the aim was to look into the Audit in September to have it completed in October then adopt the strategy when the budget 2022 is set.

Members queried if there were any updates on the new cycling/walking routes around the area and it was noted that delivery of this project would not be until 2022 at the earliest.

Members agree that balancing resources around the rollout and delivery of the Climate Change & Environment Strategy Consultation would be challenging. Members discussed several issues around procurement including cost savings, technology, Fair Trade products, energy suppliers and suppliers already being used by the Town Council.

Members also raised issues around tree planting including the need for the tree planting, where they are planted, planting of an orchard and use of trees to provide shade for footpaths.

Members noted the that draft document and consultation would be considered by the Policy & Resources Committee.

The meeting closed at 8.30pm.

BRAUNSTONE TOWN COUNCIL

Welcome to our Annual Report 2019-2021



Item 4

By Councillor Nick Brown, Leader of Braunstone Town Council

Despite these challenging times, the Town Council continues to provide important services to the community and this Annual Report, which due to the pandemic covers two years, provides a summary of our achievements since May 2019 and looks ahead to our aspirations for the next 12 months.

A full list of our achievements are set out overleaf, however, I wish to reflect on three significant areas here.

In the summer of 2019, the Town and County Councils reached agreement to transfer the management of Braunstone Town Library to the Town Council, which took place in October 2019 with a successful launch event a month later. I am delighted that the agreement secures the Library's future along with the County Council's ongoing financial commitment, avoiding additional costs to the Town's taxpayers. I would like to thank the community for supporting our proposals. However, it doesn't end here, your Library is now managed locally and we want to provide a more responsive service to meet the needs of local residents. Therefore, as the Library reopens there will be many ways to get involved, such as volunteering for a new initiative or sharing your ideas through our Citizens' Advisory Panel.



Early in 2020 phase 1 of the works to deliver our ambitious plans to improve the facilities at Shakespeare Park commenced. The new multi-purpose Pavilion is due to open late Spring 2021 and supports lawn bowls, pétanque, football and tennis and provides for both sustaining and encouraging growth in sport participation. Phase 2 of the works to improve the tennis courts and play facilities is due to commence once funding has been secured.

Finally, the Council has continued to support the community during Covid-19 through our Community Response helping those in need, supporting a Community Foodbank at the Civic Centre, facilitating the roll out of the Covid-19 vaccine at Thorpe Astley Community Centre and through additional grant funding to support community groups during and after the pandemic. Thank you to all those who volunteered their time to help and support their community and neighbours through these very difficult times.

Looking ahead to the coming year, the report sets out 10 key priorities for the Town Council. A new one this year sets out our commitment to addressing issues impacting on the climate.

Information on our services and the latest news can be found on our website at www.braunstonetowncouncil.org.uk or by contacting Customer Services.

Once again, thank you for your time

Councillor Nick Brown

Accounts for the Year Ended 31st March 2021

Year Ended 31 st March 2020		Year Ended 31 st March 2021
£		£
£236,782.01	Balances brought forward	£245,340.26
£604,817.00	(+) Annual Precept	£646,304.00
£222,249.08	(+) Total other receipts	£1,124,854.83
£479,395.64	(-) Staff costs	£485,277.95
£60,765.04	(-) Loan interest / capital repayments	£66,628.11
£278,347.15	(-) Total other payments	£846,418.30
£245,340.26	(=) Balances carried forward	£618,174.73
£233,697.70	Total cash and short term investments	£621,657.04
£4,555,704.79	Total fixed assets and long term assets	£4,563,474.78
£242,997.99	Total borrowings	£1,128,008.14
The Audit for 2019 was completed on 14 th October 2020		

MEMBERS ALLOWANCES 2020/2021

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 B Lunn Scoppie	£108	£0	£108
Cllr M Waterton	£375	£0	£375
Cllr N J Brown	£375	£0	£375
Cllr A DeWinter	£375	£0	£375
Cllr D Di Palma	£0	£0	£0
Cllr S Fox-Kennedy	£375	£0	£375
Cllr A Hack	£0	£0	£0
Cllr S Sangha	£375	£0	£375
Cllr P Kennedy	£375	£0	£375
Cllr S Johal	£375	£0	£375
Cllr S Maxwell	£0	£0	£0
Cllr P L Moitt	£375	£0	£375
Cllr T Shepherd	£375	£0	£375
Cllr D Singh	£375	£0	£375
Cllr R Waterton	£375	£0	£375
Cllr L Lee	£375	£0	£375
Cllr C Startin-Lorent	£375	£0	£375
Cllr Imran Uddin	£0	£0	£0
Cllr Dipen Nathwani	£100	£0	£100

Our Mission Statement

"We exist to ensure that local services and the environment reach the highest possible standards within the resources available, to provide a focus for civic pride; to listen, identify and respond to agreed local needs; to help develop a strong, secure, self-reliant, self-confident community."



BRAUNSTONE CIVIC CENTRE CUSTOMER SERVICE SHOP

Monday – Friday, 9.00am – 5.00pm

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

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



About Braunstone Town Council

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



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

The Full Council meets six times a year. The Council has three standing committees: Policy & Resources, Community Development and 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. Meetings are held at the Braunstone Civic Centre, and online using Zoom video conferencing. 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 2019/2021

- Delivered **significant improvements** to the Sport and Pavilion facilities at **Shakespeare Park**, to ensure the facilities are fit for purpose and to increase participation and access to **Sport**.
- Appointed contractors to carry out phase 2 of the **Shakespeare Park** improvements to improve the **tennis and play facilities**.
- Completed the transfer of **Braunstone Town Library** from the County Council to the Town Council's Management on 1st October 2019 securing the future of the Library while retaining agreements to ensure that the County Council continued to meet its financial and legal obligations protecting the interests of the Town's taxpayers. A community opening event was held.
- Installed new **welcome signage** at **Thorpe Astley** to provide for a sense of place and to remind drivers that they are entering a residential area.
- Completed the **transfer of open spaces** at **Thorpe Astley** from David Wilson and Wilson Bowden homes to the Town Council's ownership.
- Established and provided coordination and support for a **Covid-19 Community Response Scheme** to bring together those who needed help with shopping, supplies and pet care during the pandemic with **volunteers** who wanted to help others in their neighbourhood.
- Introduced measures to ensure our services were **Covid-19 secure**, from **Parks, Play Areas and Sports Courts to our Community Centres and Library**. To ensure that we could maintain as many services as possible within the Covid-19 regulations and restrictions we adopted revised terms and conditions and prices for hirers using our community facilities and sports pitches; introduced **ring and collect at the Library** and provided access to **Council and Committee meetings** remotely through **video conferencing**.
- Supported local community volunteers establish a **Food Bank Service** at Braunstone Civic Centre to provide essential food supplies to those who are struggling particularly due to the impact of the Covid-19 pandemic.
- Provided **additional grant funding** for **community groups** to help the continue both during the pandemic and to recover afterwards.
- Converted **car park** and **footpath** lighting to **LED**

Plans for 2021/2022

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

- **Shakespeare Park** works have commenced and are due to be **completed** in **2021**. The Council has ambitions to **increase** community use and **sport participation** at the site;
- Improvements to our **community facilities** at both **Braunstone Civic Centre** and **Thorpe Astley Community Centre**; to include a **Changing Places toilet** at the Civic Centre;
- Positively and proactively **provide support** for re-establishing **community groups, events and activities** in 2021/22 to **reduce isolation** and build **community cohesion**;
- Meet the needs of Thorpe Astley residents by facilitating the delivery of **services and events at Thorpe Astley Community Centre**; to consider whether there is a need to extend other Council services to Thorpe Astley Community Centre in order to reduce isolation and provide better access to services for Thorpe Astley residents.
- Continue to work to keep **Braunstone Town Library** open; whilst **enhancing Library services** due to the **Covid-19 pandemic**
- Legal **transfer of open spaces** at Thorpe Astley to the Town Council has now been completed. Improvements to The **Culvert at Thorpe Astley Park**; to be completed and enhanced;
- The impact of **climate change** has become increasingly visible. The Town Council will develop a **Strategy** and an **Action Plan** to address the impact of its own activities on the climate, it will provide leadership, and partnership with the principal Councils, to respond to the climate change agenda.
- 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**.
- Provide and support important **quality of life** initiatives, such as **crime reduction**. 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.
- Continue to look to make efficiency savings while ensuring the existing **services are safeguarded and where appropriate improved**, the Town Council will seek to make £18,486 in ongoing savings over the next two financial years.

Your Views

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

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

www.braunstonetowncouncil.org.uk/index.php/town-council/town-consultations

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 2nd SEPTEMBER 2021

Item 5 – Braunstone Town Council Surveys

Purpose

To consider a programme of surveys.

Background

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

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

Surveys would also be undertaken following the introduction of new services or changes to current services and could also include surveys to ascertain the need and type of community initiatives that residents require following the Covid -19 pandemic. For example, a survey could be undertaken following completion of the new Shakespeare pavilion or changes occurring in Customer Services or to see what activities and groups are looking to attend following the pandemic. The annual prize draw, taken from responses received from all the surveys undertaken for the year (subject to contact details being included in the response), could continue. The surveys would be undertaken via social media, the Town Council website, Survey Monkey and paper surveys available at the centres and the library.

Action requested

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

- a. To consider appropriate events, services or circumstances when short

surveys could be undertaken to gauge residents' views and suggestions.

- b. To consider the type of information the Town Council should be collecting from the short surveys.

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 2nd SEPTEMBER 2021

Item 6 – Enhancing a Socially Inclusive and Vibrant Community

Purpose

To consider how the Town Council can support community groups recover and be sustainable following the Covid-19 pandemic, along with developing new and existing events and community/social inclusion initiatives in order to reduce isolation and build community cohesion.

Background

On 28th January 2021, Braunstone Town Council approved the Council's Priorities and Objectives for the 2021/2022 financial year (Council Minute 5895).

To support the community recover from Covid-19; the Council was keen to ensure that community groups were supported and could be sustainable once the Covid-19 restrictions had been lifted and in the long term, support provided where any gaps in services occur.

Rather than create a new priority, the Council agreed that existing priority 4: "Enhancing a Socially Inclusive and Vibrant Community" should be refocused during 2021/22 to focus the Town Council's efforts on supporting the recovery of community groups and activities following the effects of the pandemic.

The approved priority is as follows:

4. Enhancing a Socially Inclusive and Vibrant Community

Due to the Covid-19 Pandemic, many community groups and organisations have been unable to meet resulting in additional loneliness and isolation particularly among the most vulnerable. During 2021/22, the Town Council will work to ensure that community groups are supported and can be sustainable once the Covid-19 restrictions are lifted. In the long term the Town Council will seek to address any gaps in services that occur, for example where groups are no longer meeting due to the effects of the pandemic, to ensure support is provided. The Town Council will positively and proactively respond to the evolving and changing situation by developing and supporting the Covid-19 Community Response, as well as new and existing events and community/social inclusion initiatives in order to reduce isolation and build community cohesion.

Given this priority will drive the Council's Community Development agenda this year; Citizens' Advisory Panel are being given the opportunity to share the issues for community groups and suggest what actions/support the Town Council could provide to achieve this priority.

Current Community Development/Social Inclusion Support

The Town Council has several initiatives and support to help community development and social inclusion including the following:

- Community Grant Scheme – allows Community Groups to apply for a grant up to £300 per year – this was extended during the Covid pandemic to allow groups to apply for an additional £200 for covid related projects or support
- Reduced prices for the hire of rooms at the Civic Centre and Thorpe Astley
- Programme of Events – to help groups arrange and run a fundraising event, with the use of a free room, publicity and support at the event provided by the Town Council
- Reduced stall holder fees for Town Council events such as the summer fete and Craft Fairs
- Support and help in applying for external funding sources
- Partnership working with groups to support and encourage community development
- Grant applications applied for to support events and initiatives to bring the community together and support vulnerable residents in the community
- Working with the Local Area Co-ordinator to assess the needs of vulnerable residents and direct these residents to appropriate events and initiatives organised by the Town Council
- Work with volunteers of the Covid-19 Community Response to encourage the formation of a Good Neighbour Scheme in Braunstone Town

Action Requested

Consider the Council's Priority 4; "Enhancing a Socially Inclusive and Vibrant Community" and identify the issues for community groups and suggest what actions/support the Town Council could provide to achieve this priority (if any).