



# BRAUNSTONE TOWN COUNCIL

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

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## Braunstone Town

# "Citizens Advisory Panel"

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

24th November 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, 2<sup>nd</sup> December 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/93405867521?pwd=ekFsVHUrSVlhNFRVbXBxbUZTeHZZUT09>

Meeting ID: 934 0586 7521

Passcode: 455614

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 2<sup>nd</sup> September 2021 to be signed by the Chairperson (**Enclosed**).

4. **Library - Community Engagement**

To receive an update and consider ideas for engaging the community in what events and activities they would like to see in the library and to encourage community volunteers to help with running and supporting projects (Enclosed).

5. **Proposed Conservation Area for Braunstone Village**

To note proposals and receive a resident's survey on the draft Character Appraisal and merits of designating as a conservation area, the area of Braunstone Village to the south of Braunstone Lane to coincide with the already designated conservation area within the Leicester City boundary (Enclosed).

6. **Projects and Financial Planning**

To receive the Council's medium-term strategy along with the current priorities, objectives and capital plan. To determine whether they were relevant to address current and emerging issues faced by the Council and the community. To consider and comment upon progress during the current year and consider and identify any new issues and projects for 2022/2023 and beyond for recommendation to Policy & Resources Committee (Enclosed).

7. **Civic Centre Facilities Improvements**

To receive proposals for the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen (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 2ND SEPTEMBER 2021**

**PRESENT:** Councillor Phil Moitt (Chair), Councillor Leanne Lee (Vice-Chair) and Councillor Marion Waterton and local residents Mr John Dodd and Mrs J Dodd.

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

**1. Apologies**

No apologies for absence were received.

**2. Disclosures of Interest**

There were no disclosures of interest.

**3. Minutes of the Meeting**

The Minutes of the Meeting held on 26th November 2020 and 29<sup>th</sup> July 2021 were received and noted.

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

The Panel received a copy of the Town Council's Annual Report for 2019 - 2021 and considered priorities, if any, for the Panel's work during 2021/2022.

Members praised the work undertaken in the response to the Covid -19 pandemic and this showed good leadership in a difficult situation.

Members queried when the Shakespeare Park Pavilion would be open to use and if free rooms would be available to local community groups. It was noted that the pricing structure would be determined by the Management committee when this had been established.

It was also queried if the community response scheme would continue to support vulnerable residents and it was noted that this support was contained in the Town Council's ongoing priorities to support the community and vulnerable residents.

It was noted that the Town Council's Climate Change Strategy was at the forefront of the Council's priorities.

## **5. Braunstone Town Council Surveys**

Braunstone Town Council had been undertaken an annual survey with residents for several years but responses had always been very low. Members were asked to consider alternative ways to undertake surveys and encourage responses from the community.

Members considered several ways to gauge residents' views and suggestions including approaching residents at Thorpe Astley Centre when attending for flu and Covid-19 vaccinations, forms in the centres and community library, surveys on the back of tickets purchased for events, offering prize draws, website and social media. It was important to ensure that surveys were short and easily accessible to the community.

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

The Panel considered how the Town Council could support the 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.

Members were advised of the current initiatives being undertaken and the support being offered to community groups.

Members highlighted the importance of the Braunstone Life in the community as it was missed and considered what support could be offered to the group to ensure the Life continues.

The Panel considered how the Town Council could 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. It was suggested that a survey of local community groups be undertaken to see what support they required to return back to meeting and providing services for the community.

Members felt that the community library was an important venue to offer events and it was noted that work was now in progress to organising events in the library and to see what sort of activities residents want. It was also felt that it was important to involve the local schools in the activities and advise them of the facilities in the library that could be utilised.

It was noted that an annual Horticultural Show used to be held in the community and it was suggested this could be a good community event to bring people together. Members were advised that a new community group had recently held a Horticultural show at the Civic Centre and it would be useful to encourage this to become an annual event.

Other considerations for community events included scarecrow competitions, Front Garden competitions etc. to bring the community together.

The meeting closed at 8pm.

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled to be 2<sup>nd</sup> December 2021.*

**NOTE:**

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***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.***



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## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 2<sup>nd</sup> DECEMBER 2021**

#### **Item 4 – Library - Community Engagement**

##### **Purpose**

To receive an update and consider ideas for engaging the community in what events and activities they would like to see in the library and to encourage community volunteers to help with running and supporting projects.

##### **Background**

Since the lifting of Covid-19 restrictions earlier in the year the Town Council has been actively working to establish activities and events in the Braunstone Community Library. The Town Council successfully applied for a grant in the sum of £5000 from the Cultural Communities Network team to encourage the community use and support of the library which so far had included Baby Gigs event where children and their parents enjoyed four weeks of classical music, puppets, singing and crafty that was well attended and enjoyed by all. A friendly bench has also been purchased to help reduce isolation that will shortly be installed in the memorial garden at Braunstone Civic Centre. Plans will be made to arrange a launch event in spring 2022 for the bench.

Recently, two engagement coffee morning/afternoons had been organised where local residents were encouraged to come to the library and discuss what events and activities, they would like see happening in the library. A feedback form was produced and completed by the residents at the events (Appendix 1). The forms are also available from the library, civic centre, on the Town Council website and will also be available in the December edition of the Braunstone Life. Response from the surveys will be collated and consideration will then be made on which events and activities to promote based on the community's preference. Also included on the feedback form is the opportunity for residents to indicate if they would like to volunteer to help with running these activities which will also be supported and arranged.

We are also working closely with Winstanley School to include students in the activities we run and students from the school attended one of the engagement sessions and helped with providing refreshments and talking to the residents.

##### **Action Requested**

To consider any further ideas for events or activities in the Braunstone Community Library to help support local residents engage in the community and to complete a Feedback form.



# BRAUNSTONE TOWN COMMUNITY LIBRARY

THANK YOU FOR ATTENDING OUR COFFEE MORNING/AFTERNOON. PLEASE SPARE A FEW MINUTES TO FILL OUT OUR SURVEY, SO WE CAN LEARN MORE ABOUT HOW WE CAN IMPROVE YOUR LIBRARY SERVICE.

1. IS THIS YOUR FIRST-TIME VISITING BRAUNSTONE TOWN COMMUNITY LIBRARY?

YES NO

IF YOUR ANSWER IS NO HOW OFTEN DO YOU USUALLY VISIT?

-----

2. WHAT IS YOUR FAVORITE THING ABOUT YOUR LOCAL LIBRARY?

-----

3. ARE YOU AWARE OF THE SERVICES THE LIBRARY HAS TO OFFER?

-----

4. WHAT KIND OF EVENTS/ACTIVITIES/SERVICES WOULD YOU LIKE TO SEE HAPPENING AT THE LIBRARY?

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5. WHAT WOULD MAKE YOU WANT TO ATTEND THE LIBRARY MORE OFTEN?

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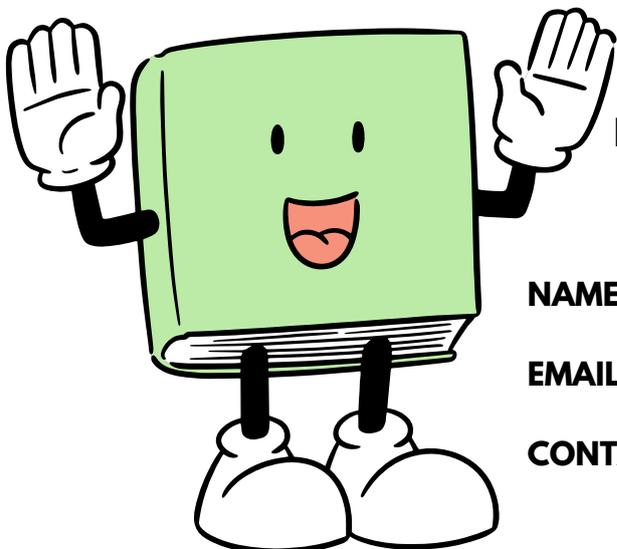
6. WOULD YOU BE INTERESTED IN VOLUNTEERING IN THE LIBRARY? THIS CAN ALSO INCLUDE HOLDING EVENTS TO ENCOURAGE MORE OF THE COMMUNITY TO USE THE LIBRARY.

YES NO

7. WHAT KIND OF ROLES WOULD YOU LIKE TO VOLUNTEER TO DO AT THE LIBRARY?

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THANK YOU FOR ANSWERING OUR SURVEY!  
PLEASE LEAVE YOUR CONTACT DETAILS BELOW IF YOU WISH TO DISCUSS VOLUNTEERING ROLES:

NAME: -----

EMAIL: -----

CONTACT NUMBER: -----



# BRAUNSTONE TOWN COUNCIL

SERVING BRAUNSTONE TOWN INCL. THORPE ASTLEY



Item 5

## Proposed Extension to Braunstone Village Conservation Area

In May this year, the annual residents meeting of the Town received a report from our Heritage Warden, John Dodd, highlighting modern development in the area of Braunstone Village and his concern that the setting of the listed buildings in the Village continues to be under threat.

As a result, the Town Council is proposing that the area of Braunstone Village to the south of Braunstone Lane/Main Street (i.e. within the administrative area of Braunstone Town) be considered for designation as a Conservation Area to coincide with the already designated Conservation Area of Braunstone Village on the northern side of Braunstone Lane/Main Street (which falls within the administrative area of Leicester City).

In order to designate as a Conservation Area, the special interest / character has to be defined. John Dodd, with assistance from fellow Local Heritage Group member Jack Haselgrove, has drafted a Character Assessment of the area.

Before we proceed, the Town Council wants to hear your views on the principle, proposed area and appraisal. The survey is overleaf and is also available from Braunstone Civic Centre and Library and online via our website. The survey is open until 10/01/2021. Please have your say on the best way to protect our heritage for future generations.

**Councillor Bob Waterton**  
**Chair of Planning & Environment Committee**



**Cllr Bob Waterton**

### What is a Conservation Area?

Local planning authorities can designate any part of their area that is of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance, as a Conservation Area.

Special character of conservation areas relates to the appearance of the area and is not limited to its buildings. Therefore, it can also include the historic layout of roads, paths, water features, woodland and parkland.

### What is the Impact of Designating an area as a Conservation Area?

Conservation area designation introduces a general control over the demolition of unlisted buildings and provides a basis for planning policies whose objective is to conserve all aspects of character or appearance, including landscape and public spaces, which define the conservation area's special interest.

Designation of a conservation area also gives broader protection than the listing of individual buildings. All the features, listed or otherwise, within the area, are recognised as part of its character. Conservation area designation is the means of recognising the importance of all these factors and of ensuring that planning decisions address the quality of the landscape in its broadest sense.

Under the National Planning Policy Framework conservation areas are designated heritage assets and their conservation is to be given great weight in planning permission decisions.

Changes to the external appearance of a building in a conservation area may require planning permission from the local planning authority that is not required elsewhere as some permitted development rights are curtailed.

Demolition or substantial demolition of a building within a conservation area will require planning permission from the local planning authority.

Any work planned to a tree in a conservation area must be notified to the local planning authority six weeks in advance so that the local planning authority may determine whether or how the work to the tree should take place.

### Stages for Braunstone Village Proposed Conservation Area Extension

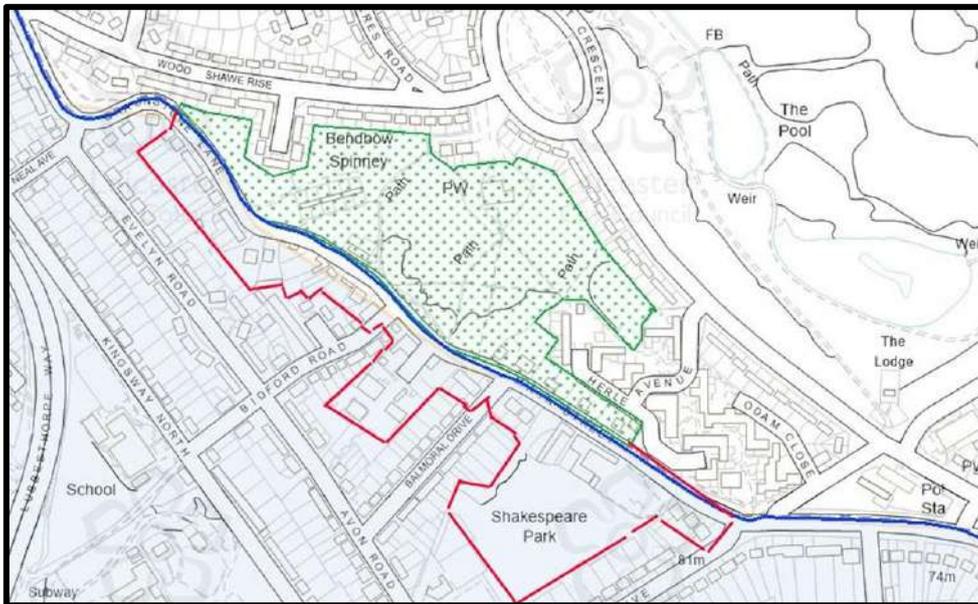
If the survey responses indicate support for the proposals, then any modifications identified from the survey will be considered.

The Character Appraisal and proposed area for designation will then be finalised for a public viewing at Braunstone Civic Centre between 17th January 2022 and 27th February 2022; during that time a drop in exhibition and session will be held early evening at Shakespeare Park Pavilion (date to be determined) for residents to find out more, ask questions and make comments.

Residents' will get a further opportunity to contribute at Braunstone Towns' Citizens' Advisory Panel on Thursday 3rd March 2022, at 7.30pm either at Braunstone Civic Centre or online.

All responses will then be considered by the Town Council's Planning & Environment Committee on Thursday 10th March 2022 at 7.30 at Braunstone Civic Centre and also online. The Committee, based on the evidence and responses before it, will determine whether to submit a request to Blaby District Council to designate the area of Braunstone Village, within Braunstone Town, as a Conservation Area.

# Residents Survey



PROPOSED BOUNDARY (RED) FOR EXTENTION TO EXISTING BRAUNSTONE VILLAGE CONSERVATION AREA (SHADED GREEN)

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1. Do you agree that the southern (Braunstone Town/Blaby District) side of Braunstone Village (i.e. South of Braunstone Lane/Main Street) should be designated as a Conservation Area, complimenting the existing Conservation Area on the northern (Leicester City) side of Braunstone Village?

Yes No | Please explain your answer:

2. If the answer in 1 above is yes; do you agree with the proposed boundary for the Conservation Area (marked in red on the enclosed map)?

Yes No

If no, please describe and/or mark on the map, where you would make changes?

3. If the answer in 1 above is yes; do you consider the Draft Character Appraisal fully and accurately describes the special architectural, historic interest, character and appearance of Braunstone Village?

Yes No

If no, would you add, amend, or remove any parts of the Character Assessment? Please explain your answer:

4. Where do you live? (Please Circle)

In the proposed Conservation Area | In the Braunstone Leicester City Conservation Area | Rest of Braunstone Town | Rest of Braunstone Park and Rowley Fields | Outside the areas above.

Name: .....

Address: .....

Email: .....

I give consent to being contacted by Braunstone Town Council and the data being shared with Blaby District Council for the purposes of the conservation area proposals (Please Tick Box).

Please return the survey to **Scarlett Myers, Braunstone Town Council, The Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP.**

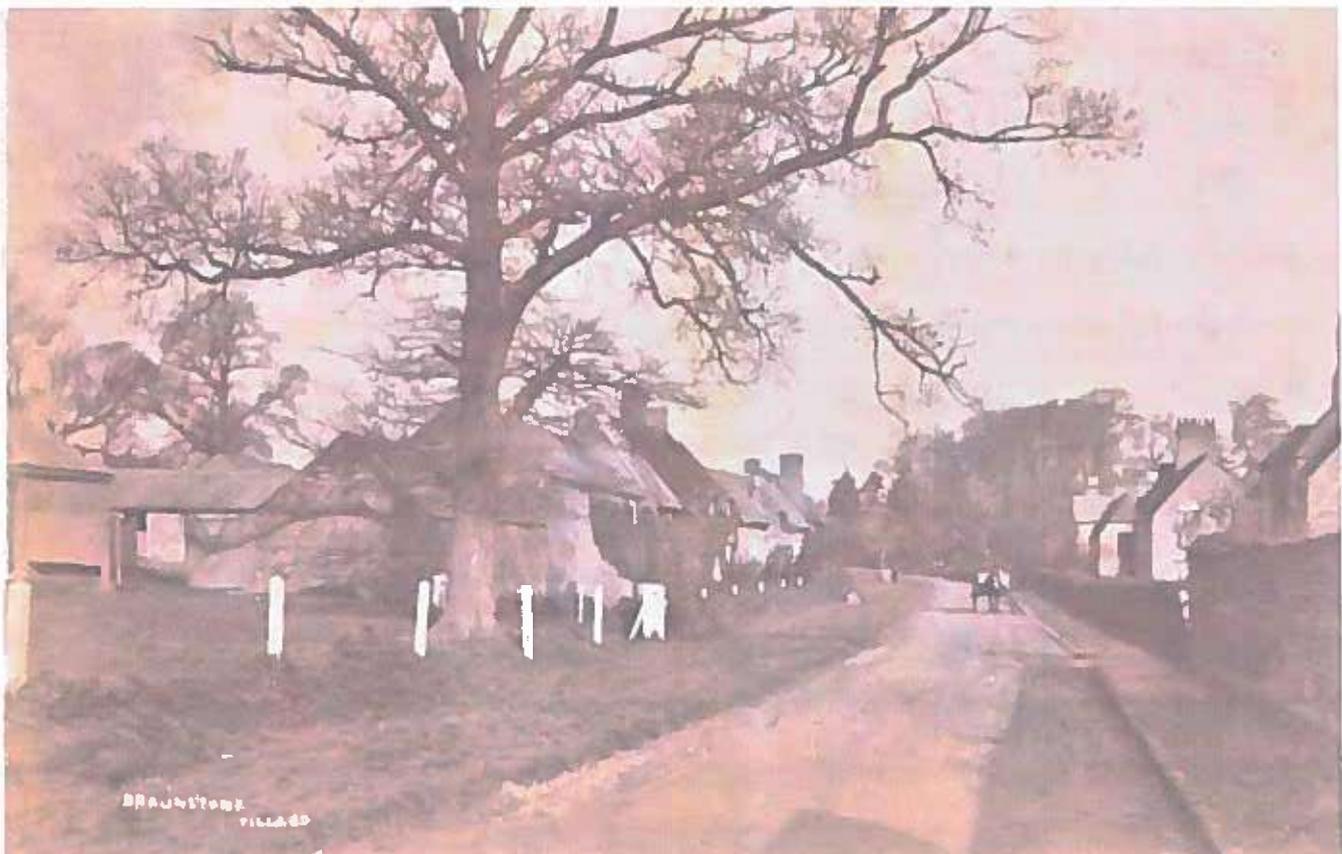
More information including the Character appraisal on the proposed Extension to Braunstone Village Conservation Area can be found via our website. The Character Appraisal can also be viewed at the Civic Centre and at the Braunstone Town Community Library. An online version of the Survey can also be found on our website.



Photograph of Leicester City's Information Board on Main Street, 2021

## Proposed Extension to Braunstone Village Conservation Area. Character Assessment October 2021

Copy of Postcard of Main Street, Looking North, 1900



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## 1. INTRODUCTION.

This assessment is being made to bring some conformity to the overall conservation of Braunstone village.

This appraisal, albeit nearly 50 years later, will be used to help inform the design of any future development proposals so that they preserve or enhance the area and acknowledge its distinctiveness. Conservation character appraisals are the first step in getting an area designated. It is not the purpose of a conservation area to prevent change but to manage change in ways that maintain and strengthen an area's special qualities.

## 2. Background and Scope

For nearly fifty years the Old Village of Braunstone has suffered from a 'split personality' with the Leicester City Council administered North side of Braunstone Lane protected by a Conservation order and the Leicestershire County Council side left without any similar provision.

On 15th September 1972, Braunstone Parish Councillor J.K. Clarke and a prominent local historian, proposed that the Parish Council should ask the Minister of the Environment for a Preservation Order with a designated area "*On both side of Braunstone Lane between Shakespeare Drive and Braunstone Avenue to Evelyn Road, including Cressida Place and Roadside Spinney at junction of Woodshawe Rise and Braunstone Lane*".

The Minister's response was that he only held 'reserve powers' and that the initiative had to be taken by the local authority concerned.



Following approval by the Parish Council and Blaby Rural District Council, application was made to the two authorities concerned, Leicestershire County Council and the Leicester Corporation.

The Leicester Mercury (2nd November 1973) reported a packed meeting of Villagers at Ravenhurst Junior School, was informed by a Ministry Official that the plan for the north side of Braunstone Lane was being sent to the City Council for final approval. This was followed by an announcement that Leicestershire County Council had declined to make a conservation order in respect of Braunstone land in the County area, "***because it is not considered of sufficient architectural merit to warrant preservation***".

A new Local Government Act 1974 which resulted in the amalgamation of Leicester and Leicestershire Councils, came into force on the 1<sup>st</sup> April 1974. It is highly

significant that Leicester City Council gave approval to a Braunstone Conservation Order on 29.1.1974, only two months before this April date

The result was that the area North of Braunstone Lane from the Braunstone Lane and Braunstone Avenue junction to Woodshawe Rise was given heritage preservation.

The Leicestershire County Council decision created a legacy of a divided Old Village that has persisted to this day. The approval of the provision of a Conservation area on the South side of Braunstone Lane would have a unifying effect on the community and provide much needed protection to heritage buildings, the environment and safeguard its distinctiveness.

This designation if approved by Blaby District Council, will support the special interest of the area via spatial and character analysis, historical development and important features which will prevent the visual impact being destroyed.

The scope and arrangement of this document is based on the guidance issued by English Heritage: Understanding Place: Conservation Area Designation, Appraisal and Management, published in March 2011.

### **3. Planning Policy Framework**

The Civic Amenities Act (1967) introduced the concept of conservation areas after several cases nationwide of historic buildings and locations which were replaced by new roads and house/office buildings, causing local vociferous objections.

The current legislation maintains and improves the 1967 act, as set out in the Planning (Listed Buildings and Conservation Areas) Act 1990. The Act places duties on local planning authorities:

- To identify those parts of their area that are of special architectural or historic interest and to designate them as conservation areas;
- To review past designations from time to time;
- To prepare proposals for the preservation and enhancement of conservation areas;
- To pay special attention to the desirability of preserving and enhancing the character and appearance of conservation areas when determining planning applications for sites within such areas.

Government policy is provided in the National Planning Policy Framework (NPPF). It requires the significance of heritage assets – both its historic buildings and historic areas – to be understood by local authorities and by those who propose change. Changes that cause harm to significance will only be permitted where the harm is outweighed by public benefits.

Further guidance on the use of the NPPF is provided in the National Planning Practice Guidance and in guidance published by Historic England.

## 4. Summary of Special Interest.



Above photographs from Leicester City's 2021 Draft Character Assessment

The City's existing conservation area contains three significant items, the unique group of estate cottages, 1-9 Main Street and the group of cottages called Cressida Court both designed by Butterfield in the 1860's and, of course St Peter's Church, the oldest building in Braunstone.

Meanwhile on the Blaby District Council's side of Main Street (Now Braunstone Lane) there are at least 5 dwellings dated to the 17<sup>th</sup> Century, all originally timber framed, three of these are Grade II listed buildings providing some sort of protection but their settings are not.

Up until the 1930's the Main Street had no kerb, but the carriageway was bounded by lateral mounds (Bunds) some of which still exist today opposite the old village shop.

The Ashleigh Farm building, now "The Shakespeare" a private dwelling, has a distinctive diamond shaped dovecote brickwork holes in a gable end. This shape was copied in dark brick ends when the Butterfield houses were constructed opposite. Many artist paintings, in the 1800's have noted this feature in their paintings and sketches.

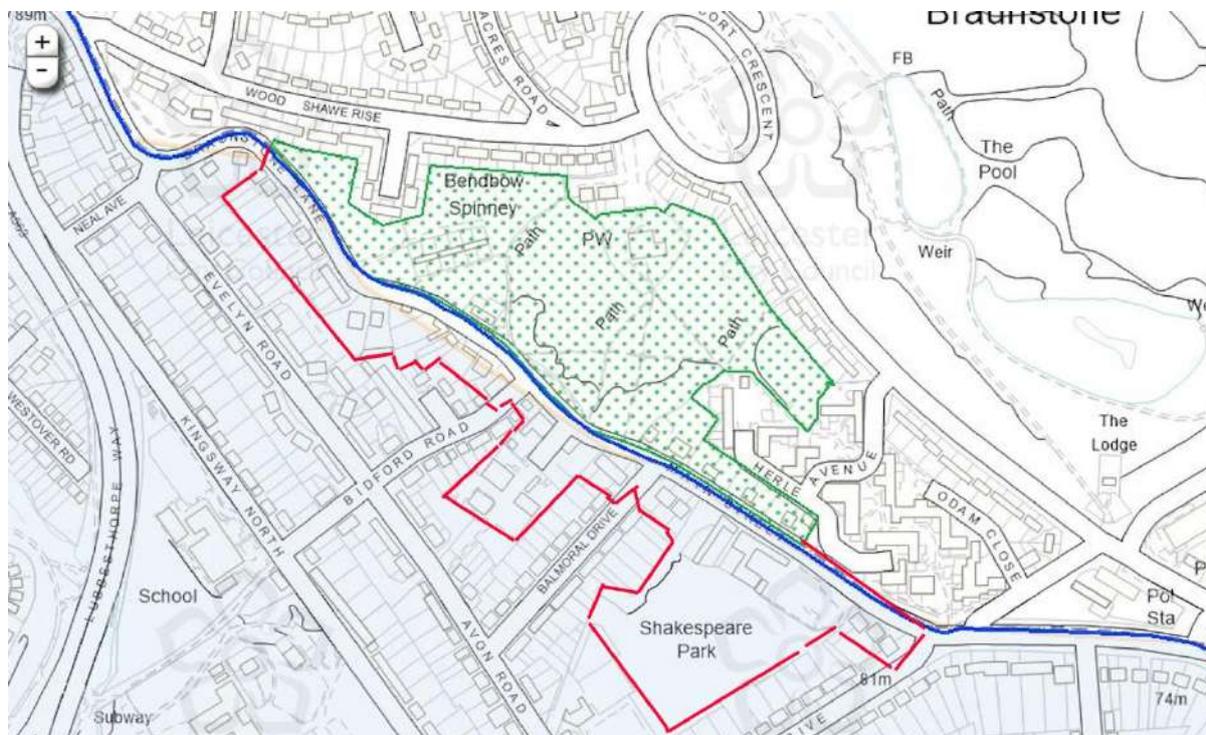


Many of the old existing chimney stacks have a distinctive construction and again reflected in the artist paintings and sketches.



## 5. Location and Setting

This proposed conservation area will join and fully compliment the Leicester City's conservation area.



The green shaded area is the Leicester City's existing conservation area, and the red line and City/County Boundary is the proposed area, approximately 3.4 hectares.

The existing and proposed Conservation Area is located south-west of the city centre, approximately 2.25 miles from the Memorial Clock Tower.

Historically, it formed part of the larger development of Braunstone, initially located outside of the city's boundaries. In 1935 part of Braunstone was incorporated into Leicester, with the exception of the south-west of the original core medieval 'village' settlement, now within the Blaby District Council. The area was historically associated with the sizeable Braunstone Park and Braunstone Hall, located to the immediate north-east, albeit now physically divided by modern development, to the south-east, south-west and immediate north, the area is bounded by mainly post-war housing estates.

## 6. Historic Development

The settlement of Braunstone is most likely Saxon in origin, established around the late 8th or early 9th century AD, as a 'daughter' settlement of Glenfield. It was first mentioned in the Domesday Survey, where it was referred to as Brantestone meaning the place where Brant settled. It comprised eight households and was worth 60 shillings. The contemporary tenant in chief at the time was Hugh de Grandmesnil, a great landowner in England. The presence of socmen indicates that Scandinavians settled in the village.

The village sat on the edge of what was once the ancient Leicester Forest, extending to the north and west of the Conservation Area. Timber from the area was a valuable resource, and the primary construction material for the local building stock. However, woodlands were gradually converted to pastures, with the Leicester Forest fully enclosed by 1628. Benbow and Highway Spinney remains the only surviving remnant of this former natural asset.

From the 13th to the 16th century the Harcourt, or Horecut, family held an over-riding interest in the estate. A survey taken in 1299 documented 24 households in the village, then centred around the open land to the immediate south of St Peter's Church, now Church Fields, which has yielded archaeological evidence of an early medieval settlement site. A Manor House, first mentioned in documentary sources the same year, and defined as "*the capital messuage with herbage and fruit garden*" is thought to have originally stood between the Church and Braunstone Lane. It was demolished around the 16th century. Around the turn of the 17th century, a new Manor House was built by Henry Hastings on Coalpit Lane, now Braunstone Lane, in close proximity to the Old Hall Farm, now under the area of Bowder House.

What is now the Church of St Peter was purpose-built as a private chapel for The Lord of the Manor and referred to as the Chapel of Ease for the Manor and Parish of Glenfield. The close physical connection of the ecclesiastical facility to the Manor House physically demonstrated its 'private' function.

As you approach the village from the junction of Braunstone Lane and Shakespeare Drive, the first distinctive building is a former farm house dating from 1655 and appears to have been built, under instruction, by James Winstanley, Lord of the Manor of Braunstone as an investment,

The Winstanley Papers in the Record Office reveal that it was "*all that new built messuage with yard backside and homestead*" which was leased in 1656 to Henry Freeman and Edward Andrew with "*Little Meere Close (excepting the Cony Burrows and Stock of conies in the field) and also the little Close adjoining The Hades, and also Little Grove Close and Masons Close....for the term of 3 years at an annual rent of £68*"



Photo 1 Ashleigh Farm Around 1900

From the late 19th Century and the following Century, it was known as Ashleigh Farm and continued to be known by that name after the Manorial Estate was acquired by Leicester Corporation in 1924/5.



*Photo 2 Ashleigh Farm 1953 A sympathetic upgrade to form Everard's Shakespeare Inn*

It was first Grade II listed in 1952 (updated in 1987) and in 1952-3 it was purchased by Everards Breweries and renamed as the Shakespeare Inn. During their ownership it escaped near destruction by two separate fires and was then sold in 2015 to Paul Pender & Son, Funeral Directors. It has since been sensitively restored to a high standard, retaining all the original features, and is a prominent example of a proud heritage building to passing traffic along Braunstone Lane.

Another building that deserves mention is the barn building used by the 4th Leicester Scout Group adjacent to Shakespeare House. The appearance and construction of the building is very similar in appearance and age to one of the barns in the old farmyard behind Manor Farm. The building is associated with a now demolished (1966) thatched farm building. This barn is also a candidate for protection by a conservation order.

Opposite are the 1860's Butterfield estate houses mentioned above and in the Leicester City's conservation document.



*Photo 3 1974 Estate Cottages Main Street (Butterfield Design)*

The next Grade II 1987 listed building is Manor Farm which dates from 1653 and was occupied by Walter Parsons Yeoman and Grazier. He died in 1697 and it remained in the Parsons family until the death of his widow in 1711.



*Photo 4 2021 Manor Farm*

It continued as a working farm into the late 20th Century during which time the main dwelling and farmyard underwent some change. Several sketches made in the early 1800's show annexes to the main house and outbuildings that were later moved or modified without affecting the integrity of the Manor Farm and former farmyard which still contains two early 19th century barns which are covered under the Grade II listed building's curtilage.

The character of Manor Farm is enhanced by its position on Braunstone Lane directly across from the traditional pathway leading across Church Field to St Peter's Church. It's frontage housed one of the two village pumps.

Mains water was not laid on in Old Braunstone until 1927. Until then the villagers relied on the Pump for drinking water and used the nearby Well for washing water

but after 1927, the Pump water was condemned as unfit to drink and it ceased to be maintained and became overgrown with weeds and grass

Manor Farm has been featured in numberless paintings, photographs, postcards through the years, including artists such as C.J Adams, George S. Ramsay. William Knight, Fred Dearden and many others..



*Photo 5 1890-1900 Manor Farm*

Just across the road junction of the modern Bideford Close is a Grade II listed survivor of the Village Shop which is the remaining half of a 17th Century Cottage and whose upper section still retains the original timber framework. It was brutally treated following the construction of Bideford Road, overshadowed by the addition of a 1960's modern house. A visible example of a building that lacked the protection that a Conservation Order would have afforded it from such unthinking vandalism.



*Photo 6 1974 view of the Village Shop now linked with the 1966 dwelling*

As Braunstone Lane bends towards the northwest there are two more examples of 17th Century farm buildings in April Cottage and Holly Tree Cottage. To the southwest of April Cottage there is a dwelling which is known by the owner as the Cowsheds which could have been part of a farm complex. April Cottage and Holly Tree Cottage are not listed because they have both been modified on the external faces but do retain timber framing on the inside, similar in style and construction as Manor Farm.

All three deserve protection as they combined with Cressida Court opposite, form the northern portal of the early village.



*Photo 72017 April and Holy Tree Cottages*

## 7. Special Architectural Features

The main impact is of two major construction methods, the Leicester City part is dominated by the red brick, dormer style windows to the upper floor and tiled roof of the Butterfield estate houses. Whilst on the Blaby District side the main visual impact is the timber framed slated roofs of Holly Tree Cottage, April Cottage, Village Shop, Manor Farm and the thatched building with dormer (Eyebrow) windows of the Shakespeare. All the walls of which are now infilled with various styles of brickwork. It is also notable that the Manor Farm and Shakespeare are the only buildings with cellars.

The front garden stone wall of Manor Farm has the “shadow” in its infill of the first Victorian wall type letterbox in the village.

Several of the buildings, now sadly demolished, had the same style chimney stacks as depicted in the various paintings/drawings of the artists mentioned above. Fortunately, two examples remain at Manor Farm and the single stack at the “Cowsheds” next to April Cottage.

The buildings erected during the 19<sup>th</sup> and 20<sup>th</sup> centuries along the Blaby DC side of Braunstone Lane tended to acknowledge the style of the estate cottages opposite with one major exception, the construction of Bideford Road in the early 1960's. The dwellings, flats and shops paid no heed to the then existing village setting.



Village Shop Setting in

2021

and

1930

## 8. Building Materials

Some of the older buildings mentioned show evidence of earlier roof covering of some sort of thatch which in the 18<sup>th</sup> to 19<sup>th</sup> centuries has been replaced with Swithland or Welsh slates. The later 20<sup>th</sup> century buildings have had either slates or tiled roofs.

Brickwork has various types from the narrow bricks of the 16<sup>th</sup> & 17<sup>th</sup> centuries to the modern styles of today. In general, the bricks have been of red clay but the 1960's have used a different lighter buff clay.

Cruck frame timber construction can be seen in all the older buildings mentioned which would have had a wattle and daub infill when built but replaced later with the more insulation efficient brickwork, the introduction of brickwork led to a local characteristic use of an innovative herringbone design.

## 9. Open Spaces

There is only one public park on the Blaby side of Braunstone Lane, Shakespeare Park. The grassed area of the park still retains evidence of the original field

boundaries worked by the various owners of Ashleigh Farm. The Park was given to the local council by Everards Brewery after the conversion of Ashleigh Farm to The Shakespeare Inn in the 1950's/60's

## 10. Ancient Ways and footpaths.

A 1682 Sketch Map of Braunstone shows an ancient way connecting St Peter's Church to the Chapel at Lubbesthorpe. It was probably drawn up by the Parish Surveyor to define Parish Boundaries and includes the term 'perambulation', usually linked to Rogation Sunday events.

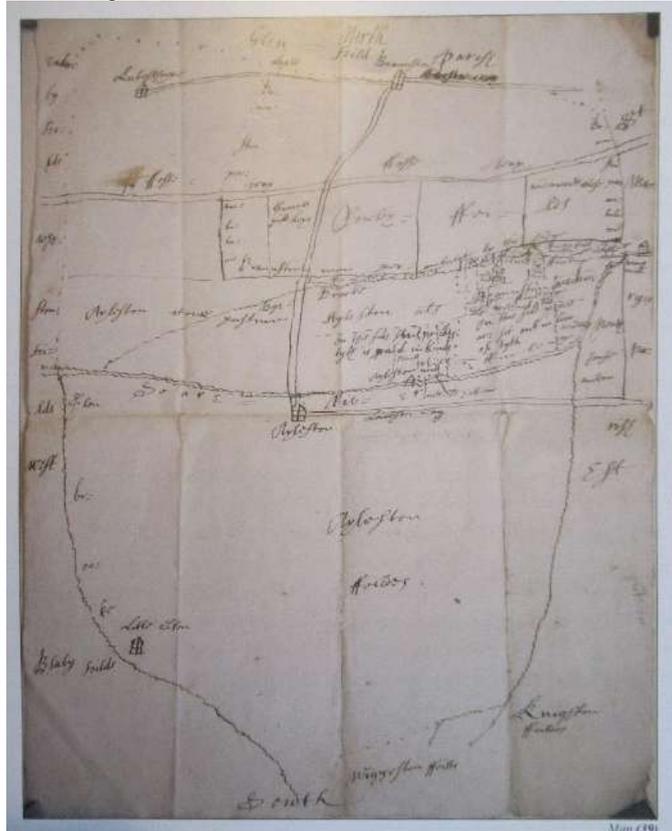


Photo 8 1682 Sketch Map. One of the oldest surviving map of Aylestone and Braunstone

The track of that ancient 'Way' has survived as a designated footpath that starts on Braunstone Lane between the 'Scout building and a private property and can be traced through Shakespeare Park and from Avon Road, via a footpath stretch on to the former bridle path through Mossdale Meadows. Onwards across Lubbesthorpe Way and a re-route zigzag through the Meridian Industrial Estate to 'White Road', ending at Abbey Farm.

All the Footpath sections are part of our heritage and should be signposted as such, especially the initial section at Braunstone Lane which would fall within the proposed Conservation Area.

## 11. Street Furniture and Lighting

There was no street lighting on Main Street until the early 20<sup>th</sup> century with small electric lamp posts. In the mid 1920's Braunstone village got its first mains water and gas supplies. However, the village pump was still used up to the 1930's.

The Victorian wall letter box at Manor Farm was replaced in 1922 by a "normal" round street letter box sited outside the Village Shop which became the village Post Office. Between the two world wars many changes were made to Main Street, new sewers, and drains were installed but the vista of the buildings remained unchanged.

## 12. Negative Factors

The most significant negative factor of the village scene has been the area around the junction of Main Street with Bideford Road.



Modern contemporary street furniture, like lamp posts, advertising boards and signage official and unofficial, detract the setting of the heritage assets.

The increase in road traffic has highlighted the narrow footpaths on the city side of Main Street, this coupled with the bends has made it hazardous to cross over from one side to the other.

## 13. Capacity for Change

This proposed area in addition to the existing Leicester City Braunstone Conservation Area has escaped any large-scale redevelopment since the construction of the Butterfield designed estate cottages in the 19<sup>th</sup> century and the 1960's Bideford Road junction. However, the overall view along Main Street is dominated by the designated heritage assets. Although expensive undeveloped areas survive within both areas, Bendbow Spinney and Church Fields in the City part and the farmyard of Manor Farm in Blaby's part. These areas are of historic,

archaeological and ecological importance. Thus, there is limited scope for new development.

Change must not come at the expense of degrading the character and scale that makes the area special, and alterations to properties need to be sympathetic to their context. Any new development should aim to preserve or enhance the character and street scene of the locality, be compatible with the existing building stock, the local townscape and provide opportunities for further archaeological investigation

## 14. Local Consultation

This draft Character Appraisal document will be published for public consultation. The final version will be produced with the benefit of the comments received during that consultation.

## 15. Management Proposals

The Management Plan, prepared by Blaby District Council will set out proposals and actions to preserve and enhance the special character of this joint conservation area. Blaby District Council are required by law to review/assess their conservation areas on a regular basis.

## 16. Blaby District Conservation Areas

Currently Blaby District Council has 11 conservation Areas:

Conservation Area	Date Designated	Reviewed
Aston Flamville	9 <sup>th</sup> April 1976	No
Blaby	22 <sup>nd</sup> October 1976	No
Cosby	15 <sup>th</sup> August 1972	No
Countesthorpe	14 <sup>th</sup> June 2002	No
Croft	29 <sup>th</sup> September 2016	No
Enderby	20 <sup>th</sup> May 2004	No
Glenfield	22 <sup>nd</sup> July 2014	No
Grand Union Canal	2 <sup>nd</sup> October 2000	No
Kirby Fields	2 <sup>nd</sup> October 1990	No
Narborough	2 <sup>nd</sup> August 2002	No
Wigston Parva	9 <sup>th</sup> April 1976	No

## 17. Leicester City's Draft Character Assessment

It is very important that the whole of the Braunstone Village Core is subject to a comprehensive assessment to enable councillors to come to a proper united decision with Leicester City Council.

The latest Leicester City's draft character assessment is shown in the Appendix and should be consulted when making the decision on this designation.

## **18.      Contacts**

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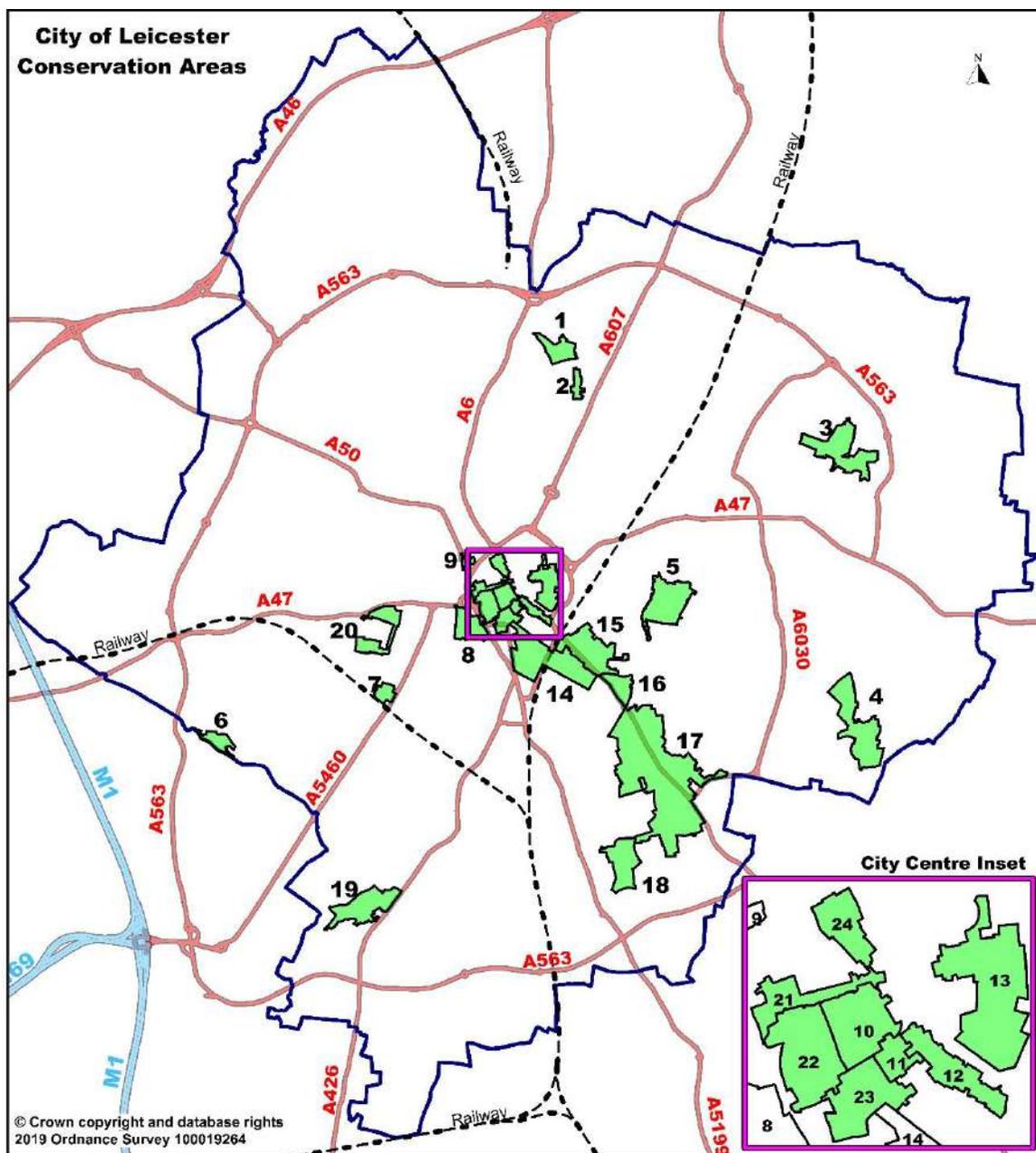
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## City of Leicester Conservation Areas

1. Belgrave Hall
2. Loughborough Road
3. Old Humberstone
4. Evington Village
5. Spinney Hill Park
6. Braunstone
7. Asheigh Road
8. Castle
9. All Saints
10. Market Place
11. Town Hall Square
12. Granby Street
13. St Georges
14. New Walk
15. South Highfields
16. Evington Footpath
17. Stoneygate
18. Knighton
19. Aylestone
20. West End
21. High Street
22. Greyfriars
23. Market Street
24. Church Gate



## 1. Introduction

Braunstone Conservation Area Character Appraisal defines the area's special character and sets out how it can be preserved or enhanced. This appraisal will be used to help inform the design of any future development proposals so that they preserve or enhance the area and acknowledge its features. It is important to note that no appraisal can ever be completely comprehensive and that the omission of a particular feature, building or open space should not be taken to imply that it is of no interest.

## 2. Background, Scope and Structure

The City of Leicester contains twenty-four conservation areas, the oldest of which were designated in 1969. This appraisal is structured to include:

- summary of designation.
- policy background.
- definition of the special interest of the area via spatial and character analysis, historical development and important features.

## 3. Designation

Braunstone Conservation Area was designated on the 29th of January 1974, and encompasses part of the former village of Braunstone situated within the boundary of Leicester. The rest of the former village is located on the south side of Braunstone Lane and Main Street, within the Blaby District Council. The boundary of the Conservation Area remains as first designated.

The area was designated as a direct result of the demolition of a 18<sup>th</sup> century farmhouse in 1967, which triggered a successful campaign to protect the local historic building stock.

## 4. Planning Policy Framework

The concept of 'conservation areas' was first introduced by the Civic Amenities Act (1967) which defined a conservation area as 'an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance.' It is not the purpose of a conservation area to prevent change but to manage change in ways that maintain and strengthen an area's special qualities.

The definition remains unchanged in current legislation, set out in the Planning (Listed Buildings and Conservation Areas) Act 1990. The Act places duties on local planning authorities:

- To identify those parts of their area that are of special architectural or historic interest and to designate them as conservation areas;
- To review past designations from time to time;
- To prepare proposals for the preservation and enhancement of conservation areas;
- To pay special attention to the desirability of preserving and enhancing the character and appearance of conservation areas when determining planning applications for sites within such areas.

The effect of designation means that planning permission is required for the demolition of buildings, with some minor exceptions. There are also stricter controls on changes that can be made to buildings and land, and there is some protection for trees.

Government policy is provided in the National Planning Policy Framework (NPPF). It requires the significance of heritage assets – both its historic buildings and historic areas – to be understood by local authorities and by those who propose change. Changes that cause harm to significance will only be permitted where the harm is outweighed by public benefits.

The protection and positive use of the historic environment within new development is a theme which runs through the City of Leicester Core Strategy. It is identified as a key component in spatial objectives 7 and 9. This is further strengthened in a number of policies. The Core Strategy also makes an explicit commitment to the preservation and enhancement of Leicester's heritage in Spatial Objective 10. This is amplified in a wide-ranging policy (CS18) for the protection and enhancement of the historic environment. There is a general presumption against the demolition of buildings that make a positive contribution to the character or appearance of a conservation area, and the policy expects new developments and conservation-led regeneration to reflect the character and value of the historic environment. Both local and national policy puts the emphasis on the enhancement of heritage assets and positive contribution to local character and distinctiveness that should be made through new development.

## 5. Summary of Special Interest

Braunstone is one of the smallest Conservation Areas in Leicester, with a limited number of properties located within its boundary. It is one of six former villages incorporated into the Leicester City Council authority between 1892 and 1935 that have since been granted the conservation area status. The Conservation Area comprises part of what constituted the original Braunstone Village that developed around the central spine of Braunstone Lane.

Braunstone Conservation Area managed to escape any major redevelopment that affected many of Leicester's suburbs and the former villages from the late 19<sup>th</sup> century onwards and remains defined by a loose urban grain complimented by ample natural amenities. Its individual character is emphasized by the abutting modern developments to the north-west and the south-east. In footfall, the area is dominated by open space, with the expansive Church Fields situated at the core of the Conservation Area.

Architecturally, Braunstone Conservation Area is characterized predominantly by 19<sup>th</sup> century brick dwellings, set within carefully landscaped grounds. Due to the high level of designation in the area, most properties do survive largely unaltered, as originally built. Church of St Peter, a local landmark commanding views across the Conservation Area. Medieval in origin, with stone elevations, it does contrast with the otherwise relatively cohesive historic building stock of Braunstone Conservation Area.

## 6. Location and Setting

Braunstone Conservation Area covers an area of 5.3 hectares (just over 13 acres) and is bounded by Braunstone Lane and Main Street marking to north-south, Woodshawe Rise to the north and Cort Crescent to the north-east and Herle Avenue to the east. The village was founded on section of glacial sands and gravels less than a mile from Fosse Way to the east and on the southern verge of the once extensive Leicester Forest. The surface geology of the area is mostly boulder clay, with small areas of gravel and light sand to the east. The land is undulating, gradually rising westwards to a height of about 300 feet above sea level.

The Conservation Area is located south-west of the city centre, approximately 2.25 miles from the Memorial Clock Tower. Historically, it formed part of the larger development of Braunstone, initially located outside of the city's boundaries. In 1935 part of Braunstone was incorporated into Leicester, with the exception of the south-west of the original 'village' settlement, now within the Blaby District Council. The area was historically associated with the sizeable Braunstone Park and Braunstone Hall, located to the immediate north-east, albeit now physically divided by

## 7. Historic Development

The settlement of Braunstone is most likely Saxon in origin, established around the late 8<sup>th</sup> or early 9<sup>th</sup> century AD, as a ‘daughter’ settlement of Glenfield. It was first mentioned in the Domesday Survey, where it was referred to as *Brantestone* meaning the place where Brant settled. It comprised eight households and was worth 60 shillings. The contemporary tenant in chief at the time was Hugh de Grandmesnil, a great landowner in England. The presence of *socmen* indicates that Scandinavians settled in the village.

The village sat on the edge of what was once the ancient Leicester Forest, extending to the north of the Conservation Area. Timber from the area was a valuable resource, and the primary construction material for the local building stock. However, woodlands were gradually converted to pastures, with the Leicester Forest fully enclosed by 1628. Bendbow Spinney remains the only surviving remnant of this former natural asset.<sup>2</sup>

From the 13<sup>th</sup> to the 16<sup>th</sup> century the Harcourt, or Horecut, family held an over-riding interest in the estate. A survey taken in 1299 documented 24 households in the village, then centred around the open land to the immediate south of St Peter’s Church, now Church Fields, which has yielded archaeological evidence of an early medieval settlement on site. A Manor House, first mentioned in documentary sources the same year, and defined as “*the capital messuage with herbage and fruit garden*” is thought to have originally stood between the Church and Braunstone Lane. It was demolished around the 16<sup>th</sup> century. Around the turn of the 17<sup>th</sup> century, a new Manor House was built by Henry Hastings on Coalpit Lane, now Braunstone Lane, in close proximity to the Old Hall Farm, built at a later stage.

What is now the Church of St Peter was purpose-built as a private chapel for The Lord of the Manor, and referred to as the Chapel of Ease for the Manor and Parish of Glenfield.<sup>3</sup> The close physical connection of the ecclesiastical facility to the Manor House physically demonstrated its ‘private’ function

<sup>1</sup> Wiltshire, J. E. (1983). *Old Braunstone*, p.5.

<sup>2</sup> East Midland Oral History Archive (2016). *Braunstone*. Available at: <https://www.le.ac.uk/emoha/community/resources/braunstone/village.html> [Accessed 26 February 2019].

**Top: Church Fields has formed the core of the early medieval village of Braunstone; the first Manor House was located within its grounds.**

**Bottom: St Peter’s Church dates back to the 12<sup>th</sup> century, where it was purpose-built as a private chapel for the Lord of the Manor. It was extended and altered extensively since the 13<sup>th</sup> century.**





A photograph illustrating the close-knit relationship between Braunstone Hall (Winstanley Hall) and the village, with the 19<sup>th</sup> dwelling on Main Street in the foreground.

It seems that until the late 16th century Braunstone was a village dominated by open-field cultivation, with the core of the settlement formed along Braunstone Lane, which was once known as the Coalpit Lane “due to the packhorses bringing coal to Leicester from the Swannington coalfield”.<sup>4</sup> In the late 16th century the old agricultural routine of the village was broken up by the widespread conversion of arable land to pasture, followed in the early 17th century by the inclosure of Leicester Forest.<sup>5</sup> Around the same time, the Lord of the Manor was the well-known Yorkist William Hastings, who probably received the land as a grant from Edward IV. He and his son Henry were the main actors responsible for the inclosure of the village fields, which totalled over 240 acres of land. Although no data documenting the exact amount of people displaced by the widespread inclosure was recorded, an estimated 40 people had left the village, an episode of major depopulation for a village its size, which caused vacancy of several properties throughout Braunstone.<sup>6</sup> Henry Hastings contributed personally to further deforestation of Leicester Forest, commissioning the felling of up to 500 acres of tree cover to convert the land into pasture.

Due to the loss of substantial amount of money in the Civil War, the Hastings family was forced to sell the estate. In the mid-17<sup>th</sup> century it was acquired by the Lancashire Winstanley family for the total sum of £6,000. They had a significant impact on the broader area of Braunstone for the next three centuries, defining the **economic and social history of the wider locality**.<sup>7</sup>

In 1670, there appears to have been 28 households in Braunstone, a comparable number to a century earlier, meaning that some recovery had taken place since the depopulation episode.<sup>8</sup> The 18<sup>th</sup> century was a period of relative prosperity. At the time, Braunstone became a fashionable spot for fox-hunting; the remnants of wide ditches and deer leaps designed to control stags for hunting still survive on Cressida Place.

In 1775, Clement Winstanley, High Sheriff of Leicester in 1774, commissioned a new Manor House to be set within 100 acres of parkland, now known as Braunstone Park. Braunstone Hall was constructed to the designs of the local builder and politician James Oldham, who later became the Lord Mayor of Leicester.<sup>9</sup> Simultaneously, the old Manor House was demolished, with the Hall Farm subsequently constructed on site. Although not located in what now constitutes Braunstone Village Conservation Area,

<sup>4</sup> East Midland Oral History Archive (2016).

<sup>5</sup> McKinley, A. (1958). "Parishes added since 1892: Braunstone". *A History of the County of Leicester: Volume 4, the City of Leicester*. British History Online. Victoria County History. London. pp. 428–433.

<sup>6</sup> McKinley (1958), pp. 428-433.

<sup>7</sup> Burch M. (2019). "History. St Peter's Church – Braunstone Park, Leicester, UK. Available at: <[http://www.stpetersbraunstone.org.uk/?page\\_id=16](http://www.stpetersbraunstone.org.uk/?page_id=16)> [Accessed 3 March 2019].

<sup>8</sup> McKinley (1958), pp.428-433.

The prosperity of what remained a small agricultural village continued up to the 19<sup>th</sup> century. Beside some localised home-based framework-knitting and few tradesmen active in the area, Braunstone remained largely unaffected by the growth of the adjacent city of Leicester, which had engulfed the villages of Aylestone, Belgrave, Humberstone, Evington and Knighton throughout the century.<sup>10</sup>

In early 1800s, the local population barely exceeded 200, with only around 20 people employed in trade and the manufacturing industry.<sup>11</sup> In 1859 the row of six cottages at Cressida Place were built, to a cost of £231 each. When completed, the locality was nicknamed “New Street”, a name which persisted until the 1930s.<sup>12</sup> Two years later, in 1861, two institutions were commissioned by the Winstanley family, namely the Parsonage and the small National School, constructed in 1864 and 1868 respectively. The latter, originally associated with an adjacent school room, never catered for large numbers, with the number of pupils possibly never exceeding thirty at any one time. It closed its doors in 1930 and was subsequently transformed into residential accommodation.<sup>13</sup>

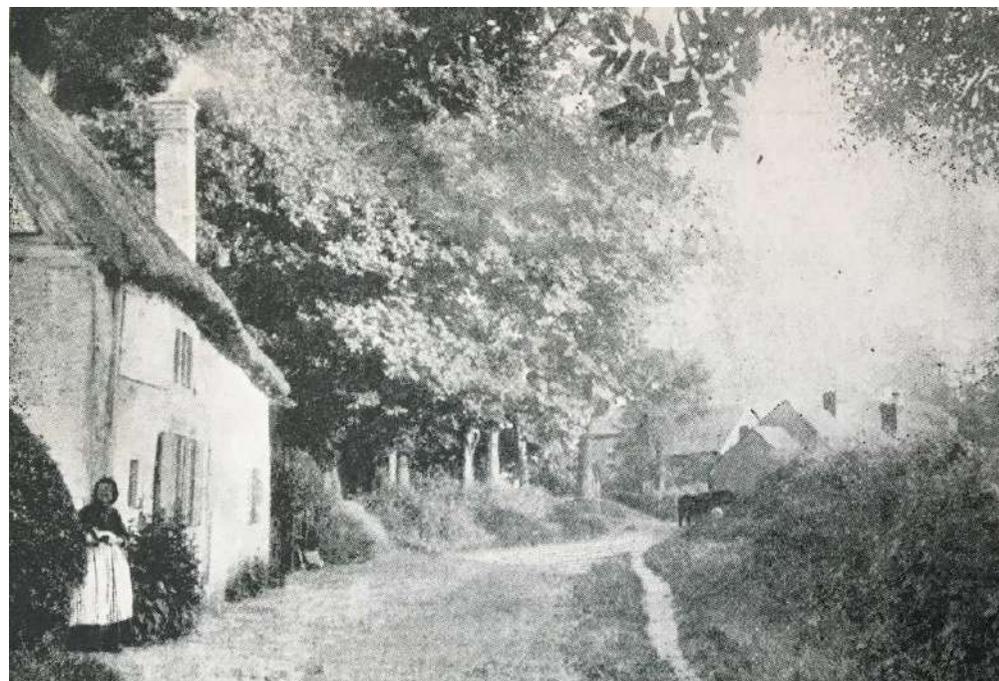
In 1877 Braunstone was described as a “pleasant and picturesque village”.<sup>14</sup> By this point “it still had to rely on a passing carrier for its main external contact”.<sup>15</sup> As of 1871 it had 39 houses and 215 inhabitants across 1,783 acres of land, bounded by River Soar to the east and the borough of Leicester to the north, crossed by the Roman Fosse Way.<sup>16</sup>

<sup>10</sup> *England (1970), p. 16.*

<sup>11</sup> *Ibid.*

<sup>12</sup> *England (1970), p. 18*

<sup>13</sup> *England (1970), p. 17.*



**Top: Impression of the Braunstone Village around the mid to late 19<sup>th</sup> century.**

**Bottom: Cressida Cottages were commissioned by the Winstanley family and erected in 1859. The photo was taken in 1973, one year before ‘old’ Braunstone was designated as a Conservation Area.**

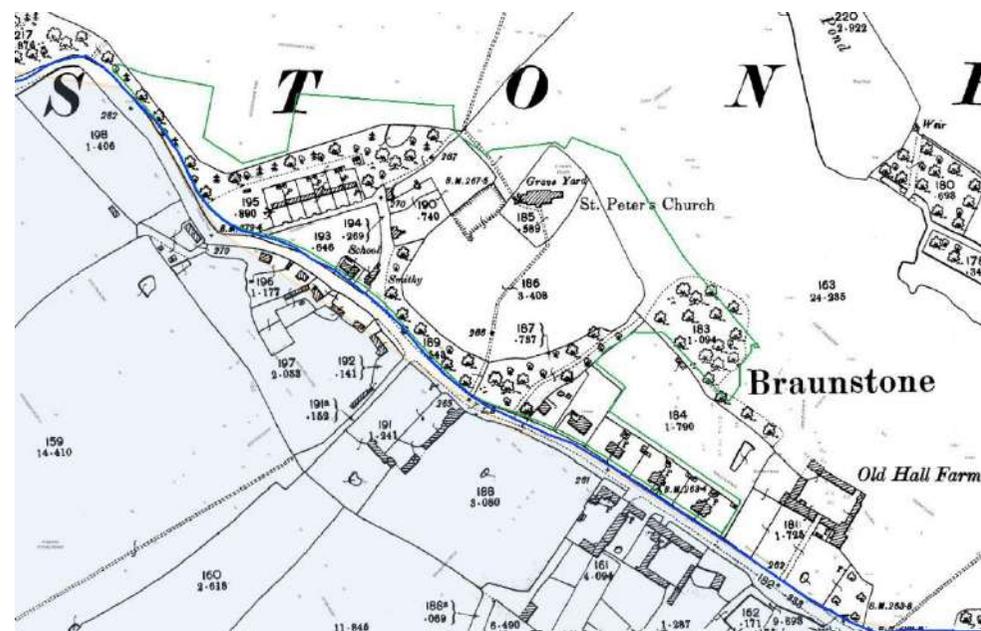


This situation continued up until the beginning of the 20<sup>th</sup> century. The early 20<sup>th</sup> century map illustrates the underdeveloped character of the Conservation Area, with St Peter's Church to the north, several properties along Braunstone Lane and the terraced cottages at Cressida Place comprising the total building stock of the area. Worth noting is the Old Hall Farm immediately outside the south-east limit of the Conservation Area, and the direct pathway between the area's northern limit and Braunstone Park. In 1924, a guide to the county described Braunstone as a "curiously remote and isolated little village" with a "quaint, old-world character".<sup>17</sup>

<sup>17</sup> East Midland Oral History Archive (2016).

**Right (OS Map 1903-1904):** By the early 20<sup>th</sup> century, the area and the surrounding land remained largely undeveloped, with a significant break from the Leicester's core. The townscape of the Conservation Area hasn't significantly changed since.

**Bottom:** Two photographs of early 20<sup>th</sup> century 'old' Braunstone, showing its rural character and loose urban grain. The mid-19<sup>th</sup> century Vernacular Revival cottages on Braunstone Lane (left) do somewhat reflect earlier thatched dwellings (right) that provided for preeminent residential accommodation in the wider area of Braunstone until the late 19<sup>th</sup> century.





One of the modern residential estates built around Braunstone Village Conservation Area from the 1920's onwards.



First 'Old' Hall Farm was built in 1600 and demolished in the 1770's, when the new Old Hall Farm was constructed; this was demolished in 1967 to make way for the new residential estate.

The critical turning point for the whole of Braunstone came, when Leicester Corporation purchased the bulk of the Braunstone Hall estate in 1925, to provide for expanded housing provisions in the area. A major housing estate was built immediately north of Braunstone Conservation Area, with further construction south of Braunstone Lane. As a result, the local population grew dramatically from 238 in 1921 to nearly 7,000 in 1931.<sup>18</sup> Braunstone Hall was vacated in 1926 and on 29<sup>th</sup> of August 1932 it opened as Hall Junior School, after the National School at 8 Braunstone Lane closed as an educational facility two years prior.

Subsequently, a part of the parish was detached from Blaby and incorporated into the county borough of Leicester in 1935, creating the current split between Braunstone *Village* (Leicester City Council) and Braunstone *Town* (Blaby District Council).

By the mid-1950s, the areas north and south-east off the Conservation Area were redeveloped, a pattern which continued further afield around the 'old' Braunstone. The direct physical connection between the Conservation Area and Braunstone Hall was lost. In addition, the school room on Braunstone Lane and Bowler House (once located opposite Old Hall Farm) were demolished. The latter was subsequently replaced by a pond, which survived less than a decade due to intensification of localized modern development in the 1960s. As a direct result of the continued redevelopment, Old Hall Farm was demolished in 1967.

<sup>18</sup> McKinley, ed. (1958), pp.428-433.

## 8. Prevailing and former uses

When it was first mentioned in the documentary sources in the 11<sup>th</sup> century, Braunstone was classified a small farming settlement. The historical evidence suggests that until the 16<sup>th</sup> century, the area was occupied predominantly by arable land and Leicester Forest to the east. By the early 17<sup>th</sup> century, most of the arable land was transformed into pasture, whilst the forest was gradually felled. Despite the change or use of the open lane, the area remained largely agricultural and residential in use.

Some domestic-scale manufacturing has been documented since the 18<sup>th</sup> century, predominantly limited to framework knitting. The real change in character occurred from the 1930s onwards, when the open land around Braunstone Conservation Area was gradually redeveloped as residential estates. The agricultural activity decreased dramatically, as did framework knitting, becoming of no substantial bearing on the now predominantly residential locality.

The area has remained an active parish from at least the 12<sup>th</sup> century, served by the medieval Church of St Peter, which started off as a private chapel for the Lords of the Manor. The open area immediately adjacent to the church was gradually transformed into a churchyard, in use from the 16<sup>th</sup> century onwards, with the earliest surviving headstone being that of George Parsons (1683).



An early 20<sup>th</sup> century photograph along Main Street, which has since been laid in tarmac, now busy thoroughfare for motorized vehicles.

## 10 Architectural Character

Due to the modest size of the area and limited development since the 19<sup>th</sup> century, Braunstone Conservation Area retains a broadly comprehensive architectural quality throughout. This comprehensive quality stands in stark contrast to the bulk of development surrounding the area, with notable exception of the historically related architectural stock to the south side of Braunstone Lane, which forms the other half of the 'old' Braunstone.

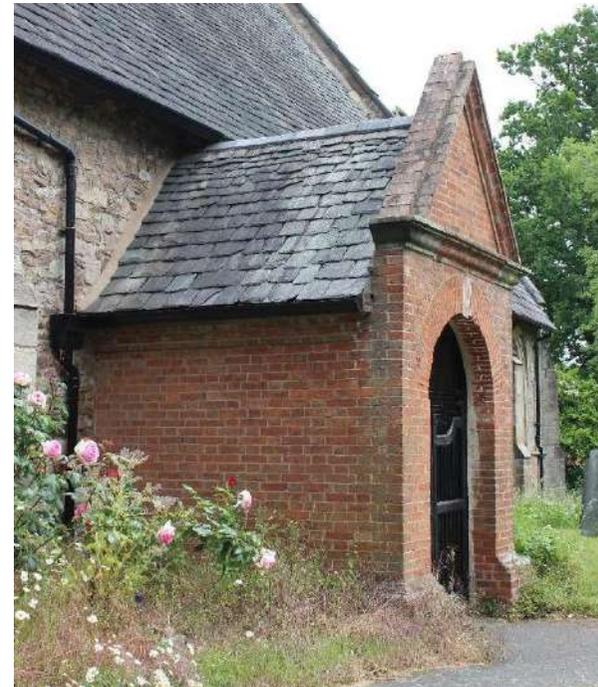
The area is defined by a loose urban grain throughout, with ample distances between most buildings. The building stock is represented predominantly by Victorian (mid to late 19<sup>th</sup> century) Vernacular Revival properties with some Gothic Revival influences, constructed in orange hue red brickwork, two storeys in height, with pitched roof.

Church of St Peter is the oldest building in the Conservation Area, formally designated as a Grade II Listed asset. Although the core of the building dates back to the medieval period, it was extensively rebuilt, extended and altered since. Following manifold additions, it is currently of a T-shaped layout with a sizeable tripartite north extension with a prominent gabled front. All elevations are constructed of Leicestershire granite rubble and ashlar dressing. The only exception is the red brick porch to the centre of the south elevation, believed to have been built around 1704. The roofscape is dominated by a variety of gabled sections and a singular pyramidal hipped roof to the west tower, clad in Welsh slates and lead. The property was extensively re-roofed in the late 19<sup>th</sup> century and comprehensively refurbished and extended the following century (1930s).

The church tower is one of the oldest external features of the church, dating back to the 12<sup>th</sup> or 13<sup>th</sup> century, subsequently rebuilt and consolidated in 1704. It is supported by full length corbelling and punctuated by small lancet windows to top, with the addition of one perpendicular window on the west elevation. Otherwise, most of the windows are tripartite, of intersecting tracery design, in stark contrast to the semi-circular doorway surround to porch, topped by a triangular pediment. Thus, despite its architectural cohesiveness throughout, the structure features a variety of elevation treatments and architectural feature, adding interest to the local townscape.



**Top:** The south elevation of the church, with the main body of the nave, 13<sup>th</sup> century west tower and Swithland slate roofs.



**Left:** A brick porch, most likely early 18<sup>th</sup> century in date.



Cressida Place, located at the west extremity of Braunstone Conservation Area, is defined by, and was constructed contemporaneously to, a cohesive row of terraced brick cottages. These properties were commissioned by the Winstanley family and designed by the well-known architect William Butterfield in 1859 for the estate's workers. Alike St Peter's Church, they are Grade II Listed, designated in 1973.

The cottages were constructed entirely of orange hue red brickwork (common elsewhere in Leicester) laid in English bond. The gabled roofscape is punctuated by hipped dormers to front and rear elevations, clad in red tiles. The row is of matching two-storey height throughout, with architecturally unique, sizable chimneystacks piercing the local skyline. Worth noting are also the timber-framed casement windows with narrow glazing bars, the original cast iron rainwater goods and the gabled porches present to a number of properties, with heavily stylized, timber doorways with original ironmongery.



Despite broad similarities, each property is of a slightly different design, displaying a range of individualized features. The most prominent are the dark diaper brickwork patterns animating the elevations of several of the terraced properties. These add to the 'vernacular' legibility of this terrace, influenced by the contemporary fashions of the day.

**Top Left:** Cressida Place cottages are obscured by mature planting and complimentary soft landscaping, creating a picturesque townscape experience.

**Left:** The red brick elevation of each property is of slightly different design to its neighbours, featuring diaper brickwork, dormers, shallow porches, timber casements and moulded chimneystacks.

The Old National School at 8 Braunstone Lane, as the name suggests, originally formed part of the local village school. When constructed in 1868, it was separated from the adjacent teachers' house at 8 Braunstone Lane. These two properties have since been amalgamated but architecturally read as separate. A local smithy once positioned to the immediate east of the group has since been demolished. It was formerly occupied by the renowned local blacksmith, veterinary surgeon and a dentist, Edmund Jones.

Both properties (8 and 9 Braunstone Lane) are constructed in a mix of red (of varying colour and finish) and blue brickwork, topped by pitched roofs, with dormers. This contained group stands solitary at the southern end of Church Fields, substantial distance away from Cressida Place to its north.

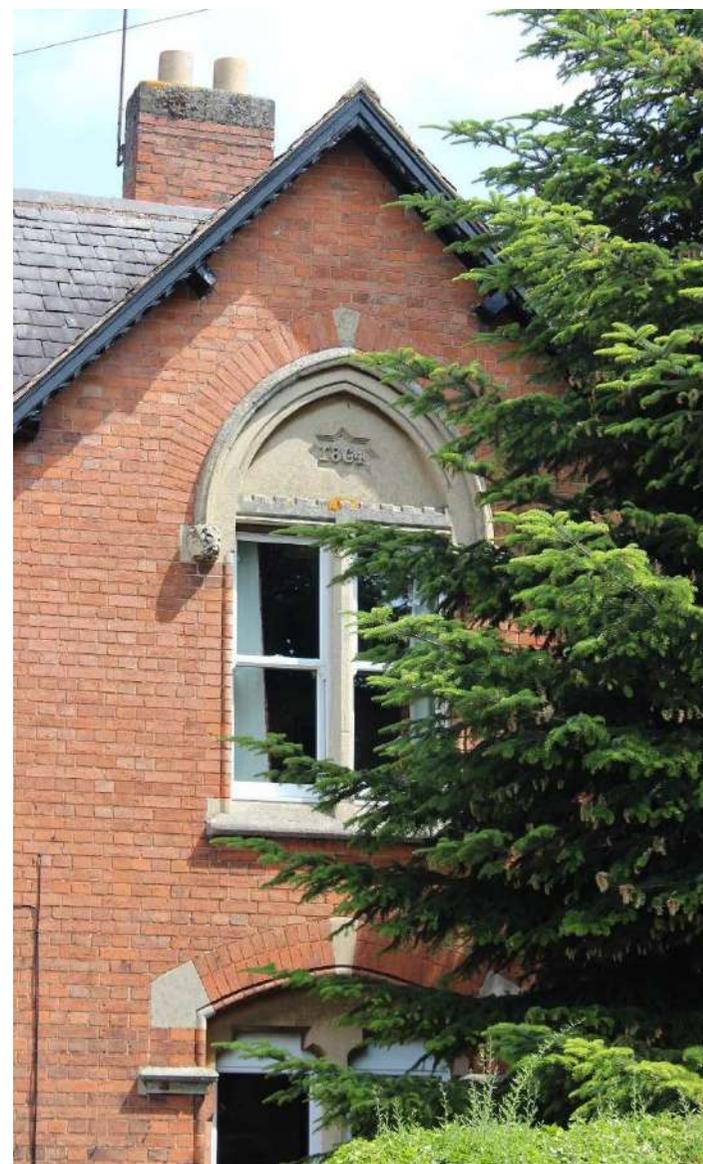
An engraved stone with a '1863' date is present to central gable of the former school building, indicating the date of the building's construction. This projecting gable is the single most 'embellished' feature of the building's frontage, presenting a number of Gothicized architectural elements, including lancet windows, gauged brick arches, a moulded bargeboard and ashlar hood mould with ornate head stops. The entrance porch at 6 Main Street is more restrained, comparable to examples present along Cressida Place, which cements a tangible connection, as both properties (including the school) were commissioned by the Winstanley family. Three prominent chimneystacks with moulded brickwork compliment the elevations. Regrettably, all of the original timber windows have been replaced by poorly matched plastic units, to the detriment of the architectural merit of the building.

**Right: The frontage of the former National School is the single most architecturally embellished element of the structure, with stone dressing, a commemorative carving and a moulded weatherboard.**



A considerable distance south-east from numbers 6-8 Braunstone Lane is a two-storey dwellinghouse at 7 Main Street. It is architecturally modest, despite a broadly contemporary date to its more elaborate neighbour, and lacks any distinguished historic architectural features. Its architectural merit and historic legibility have been significantly undermined by extensive modern alterations, including the introduction of uPVC windows, modern roof cladding, external render and a sizeable two-storey extension at the rear. Worth noting is the blue brick that accentuates the bottom and corner extremities of the building, adding interest to its elevations.

To its immediate east is the St Peter's Vicarage. The three-storey property was constructed to the design of R G Pochin in 1864, as noted by the engraved stonework of the spandrel to gable. Built in orange hue red brickwork with ashlar dressing and a gabled Swithland slate roof, it is an elegant Victorian property with a relatively prominent frontage. Worth noting are the elaborate window surrounds, with monochrome stone and brick segmental arches, hood moulds, angular stone lintels and carved head stops.



The frontage of St Peter's Vicarage (left). The front gable features intricate stone dressing in the form of carved hood moulds with carved end stops and a spandrel with an engraved date (top).



Despite varying elevation treatments, the dwellings at 1-6 Main Street are constructed from red brick, with pitched clay tile roofs and timber casement.



The pair of cottages at 5-6 Main Street is the most architecturally plain of all, but nonetheless of much visual interest and architectural merit.

Further down (south-east) Main Street is a group of Grade II Listed cottages designed by William Butterfield, at 1-6 Main Street. These six properties are arranged in three semi-detached pairs, all two-storeys in height, constructed in orange hue red brickwork laid in an English bond, topped by red tile pitched roofs with hipped dormers and sizeable chimneystacks. Each property retains its cast iron downpipes and timber-framed casements, albeit some being later replacements. Similarly to the properties at Cressida Place, despite these broad similarities, each pair displays subtle differences in design and elevation treatments.

The first pair of the group, at 5-6 Main Road, is the 'simplest' of all three. It has a symmetrical and a well-defined frontage with a pair of segmental arch, tripartite casements to ground floor, each topped by paired casements at first storey level, the latter topped by shallow hipped dormer projections. The building has a modulated gabled roof, with angular ridge tiles. The entrances to both units are provided by simple ground floor openings located at the side elevations. The central chimneystack is of a 'two-stepped' format.



The pair at 3-4 Main Road is more elaborate in comparison. The frontage was deliberately designed as an asymmetrical composition, as were the side elevations. There is a blue brick band above the ground floor level, running along the whole property and adding horizontal emphasis to the dwellings. A two-bay dormer cuts through the eaves line of the front elevation, with diaper blue brickwork to centre, flanked by two single casements. The street facing elevation also features a gabled porch, with a simple bargeboard. The entrance porch at 3 Main Street is located to its side (east) elevation, whilst blue diaper brickwork animates the west elevation of 4 Main Road, adding visual interest to this asymmetrical gable end.

The pair at 1-2 Main Road is equally rich in detailing. It has a roughly symmetrical, visually balanced, façade, with matching features to both units, mirrored through the central chimneystack. The window composition is comparable to 5-6 Main Road, as are the paired dormer projections. Yet, in contrast the first pair, and alike the adjacent pair (at 3-4 Main Road), the front and side elevations feature blue diaper brickwork and a double-brick stringcourse above the ground floor. The main entrances to both units are provided by porches to side elevations, of comparable design as found elsewhere within the Conservation Area, with steep gabled roofs and stylized timber doors.



## 11 Townscape

The visual quality of the Braunstone Conservation Area stems from many factors, including its winding spine, ample greenery and historic building stock. The area's townscape has survived largely unchanged since the 19<sup>th</sup> century, being of considerable interest.

### Views and Vistas

St Peter's Church and Cressida Place are important features of the Conservation Area in townscape terms, with a strong sense of enclosure. The former is virtually encircled by a row of mature trees that obscure its stone elevations. This is somewhat broken up as approached from the north, where the trees attractively frame the building, enabling more 'open' views onto the structure.

Whilst Cressida Place can be viewed in its entirety from certain points from within the Church Garden and along Main Street, views onto the elevations of its individual cottages are obscured by mature trees and tall hedges. Moving from south and north is a transitional experience, with increasing level of greenery away from the main spine of Braunstone Lane.

The curved form of Main Street diverts the eye along the route. Due to the loose urban grain, dominated by detached dwellinghouses, there is no continuous building line along the street; front boundaries and hedges do offer some visual 'edge' to the highway. The large green island to centre (between numbers 7 and 8) which features a great number of mature trees, whose foliage is spilling over the pavements, adds greatly to the visual quality of the views north and south, as do the historic buildings on the other side of the road (Blaby District Council). Glimpses onto some of these buildings, whilst located outside of the Conservation Area, add further interest to views from Church Fields.



**Top:** View onto the Grade II Manor, as approached from Church Fields, located on the south side of Main Street (Braunstone Lane), within the boundaries of the Blaby District Council.



**Left:** View looking south-west from Church Fields onto Cressida Place, where the cottages are obscured by deciduous trees and tall hedging.

## Landmarks and Corners

Braunstone Conservation Area lacks prominent corner properties; nor does it feature eminent visual ‘stops’. However, due to its loose urban grain and significant distances between separate buildings, most structures do display some level of landmark quality. Both the Cressida Place cottages and the paired brick dwellings at 1-6 Main Street are prominent within the streetscene of the Conservation Area.

St Peter’s Church is the single structure that can be defined as a ‘local landmark’. Visually and physically it dominates the open grassland of Church Fields at the core of the Conservation Area. The relatively sturdy western tower of the church is the single most dominant feature of the building, accentuated by the decorative metal weather vane to top.



Left: St Mary’s Church emerges in full view as approached from the north, the most prominent ‘gateway’ onto the Conservation Area.

Top: The west tower topped with the gilded weather vane emerges as prominent orientation point throughout the Conservation Area, emerging from beyond the tree cover.

Activity

The Conservation Area has varying levels of activity across it on account of its differential access arrangements and land uses.

Despite the somewhat 'rural' character of the Conservation Area and its peripheral urban setting, Braunstone Lane (Main Street) is a busy thoroughfare, with much vehicular activity. Its narrow pavements do not create a particularly pedestrian friendly environment.

This changes drastically beyond the reach of the main highway. Church Fields positioned at the core of the Conservation Area offers a quiet refuge and a great place for recreation.

Cressida Place is a heavily landscaped access road, acting as a successful transition between the busy thoroughfare of Braunstone Lane and the open green space of Church Fields.



**Main Street (Braunstone Lane) is a busy thoroughfare to the south-west of the city, with the Church Fields (left hand side) offering a quiet refuge for pedestrians.**

## 11. Building Materials

### Facing Materials

The most widespread building material within the Conservation Area is the orange hue red brickwork common to Victorian properties elsewhere within the city. All buildings except for St Peter's Church are constructed in brick. A significant number of properties also features blue brickwork, used for foundations and 'in-built' decorations, such as stringcourses and diaper patterns. The Old Song School does feature some darker red brickwork to the lower portion of its elevations, in slight contrast to the preeminent orange variety. The rendered side elevations at 7 Main Street, matching the treatment of associated outbuildings, introduce a visually unsightly break in the streetscene of this part of the Conservation Area.

St Peter's Church is the only building within the Conservation Area constructed in stone, comprising undressed granite and limestone. Nonetheless, stone is prominent as a 'dressing material' throughout the Conservation Area, for example at St Peter's Vicarage and at 8 – 9 Main Street.



**Top:** The red brickwork set in Flemish bond with the original stonemason's mark at 3 Main Street.

**Left:** Diaper brickwork is a common feature in the area, present (different patterns and extend) at Cressida Place and at 1-6 Main Street.

## Roofs

Most of the roofs within the area are clad with either stone slates or clay tiles. Swithland slates define the roofscape of Church of St Peter, also present at the Vicarage at 7 Main Street. The properties attributed to William Butterfield, that is Cressida Cottages and the three pairs of dwellinghouses at 1-6 Main Street are topped with pitched roofs clad with red tiles.

Chimneystacks make for important and integral features of the townscape of the Conservation Area, adding visual interest, character, legibility and rhythm throughout. The difference of massing, design and architectural detailing between individual examples, even within the same group of buildings (Cressida Place and 1-6 Main Street), is often subtle but notable, and adds considerably to the architectural merit of these historic properties. Many retain their original clay chimney pots.

There are only a few decorative roofscape features besides the aforementioned chimneystacks spotted throughout the Conservation Area. Worth highlighting are the ridge features that animate the roofscape of St Peter's Church, most notable being the prominent gilded metal weather vane to the top of the medieval west tower.



Top: The weathered red clay Rosemary tiles at Cressida Place.

Bottom: The Swithland slate roofscape of St Peter's Church, including the brick Queen Anne porch.



Decorative weather vane to top of the west tower at St Mary's Church.



The heavily moulded and prominent chimneystack at the former Old National School.



The two-stepped chimneystack at 5-6 Main Street is the only example of its type along the street.



The bulky chimneys at the workers' cottage at Cressida Place punctuate the local skyline.



#### Boundary Treatments

Generally, garden walls, railings and hedges make an important contribution to the character of the Conservation Area. They are not only attractive features in themselves, providing a pleasant setting for the buildings and spaces behind, but also offer a clear definition between the public and the private domain, create a sense of enclosure and provide a visual 'edge' to the local townscape. Where they have been removed, for example to provide car parking space, this edge is weakened or lost to the detriment of both the visual environment and to the sense of enclosure to which they would previously have contributed.

Whilst many properties retain their brick boundary walls, the diversity of boundary treatments throughout is notable. These range from the elegant brick boundary with blue clay coping stones at 8 Main Street to the poorly maintained standardized fencing next door.



At 1-6 Main Street the mismatching fencing sections that define the curtilage of the properties are supplemented by trimmed hedges that line the public pavement. Noteworthy is the low-lying coursed rubble boundary that defines the southern extremity of Church Fields and the churchyard itself. Metal railings and gates are sparse throughout the Conservation Area, with few examples present at Main Street and Cressida Place

**Top:** Most of the pavements, side roads and the main highway in the Conservation Area are laid in tarmac, with a variety of boundary treatments long Main Street.

**Bottom:** The frontages of Cressida Place cottages are lined with hedging, adding to the visual merit of this historic residential enclave.

Other Materials

Timber is the predominant material used for windows and doors throughout the area. Most are original or good quality replacements. The Grade II Listed dwellings at Cressida Place and at 1-6 Main Street feature a mix of timber framed casements of traditional design and stylized solid timber doorways with original metal fittings. This is not the case at numbers 7-9 Main Street, where timber windows have since been replaced with poorly proportioned plastic windows.

Timber bargeboards are also common throughout the Conservation Area. These range from the more elaborate examples at 8 Main Street, to the more simplified angular examples at 1-6 Main Street.

Cast iron rainwater goods were originally present to all 19<sup>th</sup> century properties. They are still present to most nationally listed properties, but have been partly or comprehensively removed elsewhere. One of the modern PVC replacements at Old Song School, which crudely pierces the slate roof of the entrance porch, has negatively impacted on this historic property. This feature stands in stark contrast to the neatly positioned cast iron example with an elegant hopper at 4 Main Street.

Road surfaces in the Conservation Area are generally laid in tarmac. Few granite kerbstones survive, the overwhelming majority having been replaced with modern concrete. Subsidiary pathways and access roads, at Cressida Place and within Church Gardens, are defined by a mix of gravel and tarmac. Other floorscape materials include red pavers, concrete paving slabs and rubble masonry.



The cast iron downpipe with a stamped hopper at St Mary's Church.



Right: Original timber casements and good replacements of the original units (timber framed or matching design) are the most common windows throughout the Conservation Area.



## 12 Open spaces and trees

Greenery and green spaces, in the form of trees, domestic gardens and open public spaces, are important features of the Conservation Area. Their presence adds visual texture and seasonal colour, adding distinctiveness to the local townscape.

The area to the centre of the Conservation Area is occupied by an expansive open meadow of Church Fields, with its southern boundary defined by mature tree cover, with sparser tree cover to its eastern and northern extremities. Its core is laid in grass, subdivided by pathways laid in tarmac. Church Fields are believed to have formed the core of an early medieval village of Braunstone, with likely archaeological remains preserved below ground. The wooded area north of Cressida Place forms a natural extension to Church Fields.

Church of St Peter is positioned at the north end of Church Fields. It is bounded by lush tree cover from the south, west and east, visually framed by mature planting to the north. The trees here include ash, cypress, thorn and holly, making for prominent additions to the local views. The graveyard features historic and modern gravestones, hedges and wildflower beds, that add further seasonal interest to this area.

The rich green curtilage of Cressida Place cottages contributes significantly to the character and appearance of the Conservation Area, spilling out onto Main Street and



Top: The mature tree cover around the churchyard obscures the stone elevation of St Mary's Church, and is of both ecological and visual value.

Bottom: Cressida Place is richly complimented by soft landscaping and mature trees, comprising protected (TPOs) ash, oak and chestnut.

### 13. Lighting and street furniture Leicester City Conservation Area Appraisal Page 29

Street furniture and lighting features are fairly limited in quantity and overall impact on the character of Braunstone Conservation Area. Modern steel columns with high pressure lanterns are present along the main 'spine' of the Conservation. One Victorian lamp post of traditional design is present to the north-east end of Cressida Place, of positive contribution to the character of the Conservation Area.

Within the open space of Church Fields, there is a number of standardized public benches and litter bins. There is also a number of heritage and nature interpretation panels located throughout the Conservation Area. A number of green cast iron conservation area plaques punctuate the local townscape. Few cast iron street name plaques also survive.



**Top:** Few cast iron street name plates survive throughout the Conservation Area, including the example at Cressida Place.

**Right:** The Victorian street lamp to the north end of Cressida Place is the only surviving example of its kind in the area, of much visual and historic interest.



## 14. The extend of intrusion or damage (Negative Factors)

### Buildings and materials

The installation of poorly proportioned plastic joinery to a number of buildings in the area has had a detriment impact on the buildings concerned, as well as the character of the Conservation Area more generally. While some styles include mock glazing bars, none successfully reproduce the original forms and detailing. Satellite dishes and antennas that have been installed at a number of designated and non-designated buildings also make a negative contribution to the local streetscene, adding clutter to the streetscene of the Conservation Area.

The rendering of brickwork at 7 Main Street has obscured the texture and colour of the natural brick surfaces of this dwellinghouse, mismatching its brick front boundary treatment and frontage.

Although the area escaped wholesale redevelopment and infill expansion since the 19<sup>th</sup> century, few outbuildings have had a detrimental impact of the local character and setting of the historic building stock. These include the outbuildings to 7 Main Street, as well as the crude and poorly proportioned garage adjacent number 6 Main Street.



Rendered elevations and poorly proportioned uPVC windows at 7 Main Street are negative additions in the Conservation Area's streetscene, adversely effecting its character and visual coherence.

### Boundary Treatments

The disjointed and incoherent boundary treatments throughout the Conservation Area negatively affect the character of the area. Despite a relatively compact size, a disparity of front boundaries is prominent, especially along Main Street (Braunstone Lane).

More generally, the partial or complete loss of front boundary walls to provide forecourt parking is harmful, obscuring the definition between the public and private spaces. This has caused visual disconnection between the cohesive groups of listed buildings at 1-6 Main Street and at Cressida Place.

### Public Realm

Sections of public pavement and highway along Main Street (Braunstone Lane) are in poor condition. Structural damage and insufficient integration between different sections of pavements is most notable to the immediate south of Church Fields. This coupled with the overtly narrow pavement creates somewhat of a health and safety hazard for pedestrians, and should be addressed. Some of the fencing around Church Fields and boundary treatments more generally are in disrepair.

Some isolated examples of graffiti, on signage, panels and timber fencing punctuate the Conservation Area. Fortunately these have had a limited negative impact on the Conservation Area, and damage remains low-key and generally reversible.

The lack of integration between public furniture in terms of finish and design, bollards in particular, adds to the visual clutter of the Conservation Area.



**Right: Some of the information panels around the area are in poor condition and would benefit from renewal / repairs.**

## 15. Capacity for Change

Braunstone Conservation Area has escaped considerable redevelopment since the 19<sup>th</sup> century, characterized by loose urban grain, in sheer number dominated with designated heritage assets. Although expensive undeveloped areas survive within the Conservation Area (Bendbow Spinney and Church Fields), these are of historic, archaeological and ecological importance. Thus, there is limited scope for new development.

Change must not come at the expense of degrading the character and scale that makes the area special, and alterations to properties need to be sympathetic to their context. Any new development should aim to preserve or enhance the character and streetscene of the locality, be compatible with the existing building stock and the local townscape.

## 16. Additional planning controls

*Beyond the conservation area status itself, Braunstone Conservation Area is not currently subject to additional planning controls. The Council is proposing to introduce a comprehensive Article 4 Direction for the whole area. This would remove permitted development rights so that a planning permission is required for certain works to the external aspects of properties.*

*More information on the proposed Article 4 Direction will be provided in the Management Plan due to be produced for all 'village' conservation areas in the city.*

## 17. Conservation Area Boundary

The Council is required to review the boundaries of conservation areas and to consider changing them as appropriate. The boundaries of the Braunstone Conservation Area have been considered and the Council does not propose to add to, or to remove any parts of the area it presently covers as an independent local authority.

## 18. Local Consultation

This draft Character Appraisal document is published for public consultation. The final version will be produced with the benefit of the comments received during that consultation.

## 19. Management Proposals

A separate Conservation Areas Management Plan has been produced for all the 'village' conservation areas in the city. This includes Aylestone, Belgrave Hall, Braunstone, Evington and Knighton and Old Humberstone Conservation Areas.

The Management Plan will set out proposals and actions to preserve and enhance the special character of these conservation areas.

## 20. Contacts

For further information on this, or other, conservation areas you can contact the Council's Building Conservation Officers by phone, letter or e-mail at the following addresses:

Conservation Team  
Planning Department  
City Hall  
115 Charles Street  
Leicester  
LE1 1FZ  
P: 0116 454 1000  
E: [planning@leicester.gov.uk](mailto:planning@leicester.gov.uk)

Information on all conservation areas is available on the Council's website: [www.leicester.gov.uk](http://www.leicester.gov.uk)

## Appendix: Glossary of Architectural Terms

ashlar	smooth faced masonry blocks laid horizontally
bargeboard	a timber board fixed at projecting gable ends of roof, usually carved
corbel	a weight-carrying bracket projecting from a wall, e.g. under a balcony
cornice	horizontal projecting section at the top of a building or wall
diaper brickwork	geometrical brick pattern of repeating diamonds
doorcase	decorative timber or stone framing a doorway
fanlight	a window over a door
finial	a formal ornament at the apex of a gable or spire
hood mould	projecting moulding over an arch or lintel
lancet	a slender, pointed window
pediment	a low pitched gable shape over a door or window
pilaster	rectangular element of vertical masonry which projects slightly from the wall and resembles a flat column
segmental arch	a very shallow arch
stringcourse	a continuous decorative horizontal band projecting from a wall and usually moulded
spandrel	a triangular space between the top of an arch and the outer frame of the associated opening
tracery	ornamental stone or metal openwork in a window opening

**BRAUNSTONE TOWN COUNCIL**

**18<sup>th</sup> NOVEMBER 2021**

**Item 5 – Medium Term Priorities and Financial Planning**

Purpose

To set out the context for the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategy.

Background

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

By 2018, the economic and political climate made it difficult to predict the medium term and therefore the exercise in predicting the long term was merely projecting over ten years the impact of existing and known pressures and this has limited value.

Therefore, on 25th January 2018, the Council agreed *“that the Priorities and Financial Planning process be revised to medium term, updated at least on an annual basis, and covering a rolling 5 year period”*.

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

Economic Impact of Covid-19

While a recovery is underway following the Covid-19 pandemic and restrictions on activity, there is uncertainty over how fast economic activity will regain lost ground. Gross domestic product (GDP) is estimated to have grown by 0.4% in August 2021, following a 0.1% fall during July; GDP remains 0.8% below that of February 2020.

Consumer-facing services are 4.7% below those of February 2020, while all other services are now 0.4% above their pre-pandemic levels.

Production output increased by 0.8% in August 2021, mainly because of the continued increase in the extraction of crude petroleum and natural gas. While Construction contracted, with output down by 0.2% in August 2021; leaving the sector 1.5% below its pre-pandemic level.

According to the IMF's World Economic Outlook Report (June 2021), Global growth is projected at 6.0% in 2021 (compared to 5.4% predicted in June 2020) and 4.9% in 2022.

Vaccine access has emerged as the principal fault line along which the global recovery splits into two blocs: those that can look forward to further normalisation of activity later in 2021 and early 2022 (the UK and almost all advanced economies) and those that will still face resurgent infections and rising Covid-19 death tolls. The recovery, however, is not assured even in countries where infections are currently very low so long as the virus circulates elsewhere.

### UK Economic and Political Context

In the UK, the Office for Budget Responsibility (OBR) latest *Economic and fiscal outlook* was published in March 2021. Growth, unemployment and borrowing figures were significantly revised compared to the previous report in November 2020. The OBR's next *Economic and fiscal outlook* is due to be published on 27th October 2021.

The Bank of England's Monetary Policy Committee on 22nd September 2021 judged that the existing stance of monetary policy remained appropriate and maintained the Bank Rate at 0.1%.

The Bank projects a period of excess demand in the near term, before demand and supply broadly balance as demand growth slows and constraints on supply ease. CPI inflation is projected to rise temporarily in the near term, to 4% owing largely to developments in energy and goods prices.

Since the Monetary Policy Committee meeting, the pace of recovery of global activity has showed signs of slowing. Against a backdrop of robust goods demand and continuing supply constraints, global inflationary pressures have remained strong and there are some signs that cost pressures may prove more persistent. Some financial market indicators of inflation expectations have risen somewhat, including in the United Kingdom.

The Labour Force Survey unemployment rate fell to 4.6% in the three months to July. HMRC payroll data suggest that employee numbers (which include furloughed jobs) surpassed their last quarter of 2019 level in August 2021. Nevertheless, there remains uncertainty around the labour market due to the closure of the furlough scheme as well as the degree and persistence of any difficulties in matching available jobs with workers.

Twelve-month CPI inflation rose from 2.0% in July 2021 to 3.2% in August 2021.

The conclusion of the UK-EU Trade and Cooperation Agreement on 24th December 2020 has partially resolved four and a half years of uncertainty concerning the future trading relationship with the EU. The OBR judges the terms of the agreement to be broadly in line with the typical free-trade agreement, which they forecast a long-run loss of productivity of around 4% compared with remaining in the EU. However, the implementation of the agreement and introduction of health checks at the border has involved more short-term disruption to UK-EU trade. The arrangements for trade in financial and other services remain subject to further discussion.

Even when the economic shock of Covid-19 dissipates, the impact it has had upon public finances and the structure and strength of the economy is likely to be felt beyond the timescales of this plan.

#### Office for Budget Responsibility's October 2021: "Economic and fiscal outlook"

The Office for Budget Responsibility's October 2021 "Economic and fiscal outlook" was published on 27th October 2021, which includes a prediction that CPI inflation will reach 4.4% in 2022. The Office for Budget Responsibility has also reported that news since they had closed their forecast would be consistent with inflation peaking at close to 5%.

Based on the figures presented at Appendix 1, a 4.4% increase would result in a precept increase of 6.52% and 5% increase would result in a 7.05% increase.

The Office for Budget Responsibility's predication is a peak not an average for the year, therefore preceding based on 3% (as shown at Appendix 1) is a reasonable sum to protect the Council's finances given the use of reserves in recent years and planned use in the coming years.

#### Rolling Five Year Budget Plan

Attached as Appendix 1 are the financial projections for the period until 2026/2027, which is based on the following assumptions:

- pension scheme costs, taking into account the 2020 valuation with a 2% pay increase each year;
- additional staffing costs as a result of the NJC scale point review;
- additional Library staffing costs to be met following use of the TUPE transfer grant monies;
- 3% inflation during 2022/23, predicted by the OECD;
- one year increase during 2022/23 in employer National Insurance Contributions from 13.8% to 15.05%;
- introduction of Health and Social Care Levy from April 2023, with an employer contribution of 1.25%;
- savings from existing loans which mature during the period; and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The projections make use of the contingency and annual Capitals Projects budget in the short term to offset larger percentage increases in the precept in the forthcoming financial years when the costs identified above need to be met.

These projections, using current tax base information, result in a 5.29% increase on the precept for 2022/23, £7.37 on a band D property and £5.74 on a typical band B property.

## Town Council Priorities and Objectives

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

### **Mission Statement - We exist:**

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

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

In addition to the Mission Statement, the Council has key Priorities for 2021/2022 and key objectives relating to its Committees and Service Areas, which are attached as Appendix 2. This document forms the Council's Business Plan for the year and is reviewed on an annual basis.

## Capital Programme

The Council is responsible for a significant amount of physical assets and to assist with longer term financial planning, the Council approves, in consultation with the Citizens' Advisory Panel, a list of Capital Projects, which includes identified long term improvements to parks and open spaces. The Capital Plan approved with the 2021/2022 budget in January 2021 is attached as Appendix 3. The Plan identifies projects, which the Town Council will need to deliver to ensure the long term sustainability and efficiency of its services.

The Capital Plan is a rolling document, which is reviewed annually alongside the budget and identifies priority projects. Phase 1 of the major capital project to improve and redevelop the facilities at Shakespeare Park is almost complete with completion of the new Pavilion building. Phase 2 to improve the tennis courts and playground are due to commence autumn and winter 2021/2022. Also included is refurbishment of the toilet facilities at Braunstone Civic Centre, alongside consideration to adapting the bar facilities to expand business and income potential by enabling the bar to operate a café service during the daytime in the week.

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

## Financial Strategy

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

- balancing of annual operational income with annual operational expenditure;

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

### Treasury Management and Investment Strategy

Treasury management is the management of the Council's cash flows, borrowing and investments, and the associated risks.

When Braunstone Town Council borrows money it does so only for projects identified in the Capital Plan and uses the UK Debt Management Office Public Works Loan Scheme, which provides funds for capital projects with fixed interest and capital repayments for the term of the loan. The Council provides for financing the capital and interest repayments on such loans through this annual Medium Term Priorities and Financial Planning process.

Braunstone Town Council deposits its funds in UK Bank Accounts only. While the sums held in some bank accounts significantly exceeds the limit of protection (£85,000) afforded by the Financial Services Compensation Scheme; the risk of losing large sums of money is considered low given during the financial crises of 2008 the UK Government took steps to prevent UK Banks at risk from collapsing.

The Town Council will consider this risk level when reviewing Corporate Risks as part of the Annual Governance Review and will identify any mitigating actions necessary.

### Reserves Strategy

Braunstone Town Council will only maintain reserves for the following reasons:

- a capital receipt from the sale of land or assets to be invested in capital projects identified in the Capital Plan;
- commuted sums for the transfer of Public Open Spaces to offset significant one-off increases in precept and/or to invest in capital projects identified in the Capital Plan;
- grants and/or loans received for delivering capital projects identified in the Capital Plan;
- earmarked funds to meet the Council's Medium Term Financial Forecasts or for unexpected capital expenditure or emergencies;
- earmarked funds received which are designated for a specific purpose, e.g. donations to the Town Mayor's Charity;
- a sum approximately equal to 3-6 months of Net Revenue Expenditure will be maintained as the General (non-earmarked) Reserve, in accordance with good practice; and
- other reserves which are earmarked for special purposes or future development, or to meet commitments, will be maintained as necessary.

## Income Pressures

### 1. Reduction in the Council Tax Base

Whilst the Covid-19 pandemic and adjustments in the economy haven't had any impact on current year Council Tax precept, there is a risk that it may have an impact over the next few years on the Council Tax Base and hence the Council's ability to raise the income it requires from the Precept to sustain existing services and replenish the reserves used to off-set the loss of the Council Tax Support Grant.

As the cost of meeting Council Tax Benefit payments is a charged against billing authorities Collection Fund, it means that any significant increase in the number of benefit claimants will result in a reduction in the Council Tax Base figures; which means the Council Tax charge would have to increase to set the same budget as the previous year.

As a broad-brush example, a 5% reduction in the Council Tax Base will result in a similar 5% increase in the Council Tax Charge, if the Precept figure remains unaltered from this year.

Coupled with the impact on the Council's finances resulting from the loss of the Council Tax Support Grant, a significant reduction in the Council Tax Base will have a severe impact upon the Council's ability to deliver Capital Projects, protect its services and recover its reserves, without a double figure percentage increase on the precept.

### 2. Parish Precept and Referendum principles

*The provisional local government finance settlement 2021-22*, published in December 2020 confirms that "in expectation that parish and town councils continue to show restraint when setting council tax precept levels, the Government proposes to continue with no referendum principles for town and parish councils in 2021-22. The Government will take careful account of the increases set by parishes in 2021-22 when reviewing the matter ahead of next year's settlement".

While the extension of the referendum principles to parish precepts remains theoretically possible, the pressures on Council finances and wider public finances as a result of the Covid-19 pandemic make the likelihood that the Government would introduce such a measure this year less likely.

### 3. Pressure on income from Facility Hires

The closure of the Town Council's Community Centres and Sports Facilities as a result of the Covid-19 pandemic resulted in a significant loss of income over a period of 17 months from March 2020 to July 2021, which covers the staffing costs of those employed in these services.

Since re-opening Braunstone Civic Centre has seen an uptake in one-off bookings (e.g. party/functions). It is difficult to assess at this stage whether this is a backlog of functions due to the pandemic or a potential increase in custom which can be sustained. Most of the regular hirers have returned, with some new hirers joining the regular hirer's scheme. Some regular hirers no longer exist; others are waiting until spring 2022 to restart their activities.

Two regular hirers have returned to Thorpe Astley Community Centre. Due to block bookings by the NHS for vaccinations/boosters until the end of the year, there is limited scope for ad-hoc hires at the Community Centre at the current time.

The 2021/2022 budget anticipates Civic Centre hire income of £67,384. Hire income received up to 30th September is £26,684.11 (this will include advance bookings and does not include Bar income). At Thorpe Astley Community Centre, the budget anticipates £9,632 in hire income; £1,035 has been received up to 30th September (this will include advance bookings and does not include the Nursery/Pre-School income).

The Community Centres Working Group is reviewing the pricing and discount schemes. Given the economic pressures many are facing, to increase hire charges in line with the projected increase in precept over the next 3 years is likely to have an additional negative impact on the net income from room hire and more widely on the offer and appeal the centres have in the community, significantly reducing the ability to recover hires and income to pre-Covid-19 levels. In fact it is likely that the Council will need to consider discounting hire prices and offering packages in order to encourage users to return to its facilities.

The projections at Appendix 1 don't take into account the loss of income from facilities hires; however, the figures do include the cost of a full staff establishment. Given that the Centres have not fully recovered to their pre-pandemic hire levels, the approach is to continue to manage vacancies, staff recruitment and contracted hours to balance budgets. This will mean that if hires/bookings and the associated income starts to climb, resources will be available to pay staff additional hours to avoid large accumulations of hours.

## Expenditure Pressures

### 1. Public Works Loans

Public Works Board lending is offered at a fixed margin above the Government's cost of borrowing, as measured by gilt yields.

With a low base rate at 1%, the annual repayment of the Shakespeare Park Pavilion Public Works Loan came in at £4,468 less than predicted in last year's Strategy.

In addition, two loans mature in May 2022, therefore, half of the annual repayment cost is saved in 2022/23 and the other half of the annual repayment

cost is saved in 2023/24. In addition, another loan matures in November 2023 and therefore, the full annual repayment cost is saved in 2024/25. These figures have been included in the projections at Appendix 1. The projections at Appendix 1 allow for the savings to be reinvested to replenish the Council's reserves and return the revenue budget headings for Capital Projects to their 2017/2018 levels.

As things stand, Public Works Loans are the most attractive way to deliver many of the objectives set out in the Council's Capital Plan and potentially actions resulting from the Carbon Audit under the Climate Change and Environmental Strategy.

However, given inflation pressures in the economy there is a risk that borrowing will become more expensive over the coming year and potentially restrict or reduce the Council's ability to deliver capital and infrastructure improvement projects.

## 2. Library

The Town Council took over the management of Braunstone Town Library service on 1st October 2019. Since the Town Council's model for running the Library includes paid staff, the existing Library staff, who have specific contracts to Braunstone Town Library, transferred to the Town Council's employment under TUPE. The establishment equates to 25¾ hours per week, 1,339 hours per annum, salaries including on-cost is £16,965 per annum. This figure has been built into the additional staffing cost from 2020/21 in the projections at Appendix 1.

Upon transfer of the Library service, the Town Council received a one-off transition grant of £25,000 to take account of staffing costs; which the Council has now fully committed. This grant money will be fully spent by September 2022. However, there remain pressures on the Library staffing budget, which will be separately considered by Policy & Resources Committee.

## 3. Health and Social Care Levy

The government announced in September 2021 that a new Health and Social Care Levy will be introduced on earnings to fund increases in health spending, alongside reforms to the provision and funding of social care. A 1.25% contribution is paid by both the employer and employee. The levy will be implemented in April 2023.

Before the levy is introduced all three rates of National Insurance Contributions will increase by 1.25% for both employer and employee in April 2022 for one year. This has the same effect as the levy, except that it will not apply to earnings over state pension age.

The new Health and Social Care Levy will be subject to the same reliefs, thresholds and requirements of the qualifying National Insurance contribution.

Both the temporary increase in National Insurance Contributions and the implementation of the new Levy will increase employment costs. The additional costs to fund the employer contribution are set out at Appendix 1.

#### 4. Review of NJC Scales and Job Evaluation

As part of the 2016-18 pay deal, the National Joint Council (NJC) agreed to conduct a review of the NJC pay spine. The primary reason for this review was the introduction of the Government's National Living Wage. The new spine points have now been agreed and implemented from 2020.

In order to meet both annual pay increases (estimated to average around 2%) and ensure that the Town Council continues to meet the Living Wage Foundation rates; a 10% increase in staffing costs is predicted over 5 years, which has been built into the income/expenditure projections at Appendix 1.

As part of the staffing reorganisation approved in April 2021, an annual saving of approximately £8,000 was achieved. However, the Job Evaluation of the Executive Officer & Town Clerk remained outstanding alongside a benchmark review of the posts that report to the Executive Officer & Town Clerk to ensure equity of pay grades across the organisation. Potentially this review could result in a scale point uplift for the four staff posts being reviewed. Any increase in establishment costs beyond the £8,000 saving has not been factored into this Strategy and therefore would need to be addressed either at budget setting in January 2022 or met within existing budgets for 2022/23 and considered as part of the review of this Strategy in November 2022.

#### 5. Pension Costs

All eligible staff have been auto-enrolled in the pension scheme and no eligible staff have opted out.

The actuarial valuation of the Leicestershire County Council Pension Fund is undertaken every three years, with that last valuation based on the position of each employing body at 31st March 2019.

Braunstone Town Council's employers' contribution rates for the three year period commencing 1st April 2020 has risen to 22.1%. The previous contribution 2016/17 – 2019/20 was 19.79%.

However, the most significant pressure placed on pensions will be the requirement to meet the extra entitlements resulting from any pay increases in excess of 2%.

#### 6. Potential rises in the Foundation Living Wage

In February 2015, the Town Council decided to pay the Living Wage, according to the criteria used by the Living Wage Foundation – which is based on the cost

of living linked to a basket of household goods and services. The current Living Wage is £9.50 compared to the National Living Wage of £8.91. The lowest NJC pay scale on Braunstone Town Council's establishment is new scale point 5, which is paid £10.01 per hour. The Government's National Living Wage is based on a target to reach 66% of median earnings by 2024. Under current forecasts this means a rise to £10.50 per hour by 2024. While the NJC review of the salary points takes account of this, predicted increases in the cost of living may result in a widening of the gap between the National Living Wage and the Living Wage Foundation rate, which could require the Town Council to review salary scales for some posts.

## 7. Investment in Asset and Infrastructure Improvements

Pressures on the revenue budget have squeezed the amounts the Town Council has to spend on improvements to its buildings, parks and playgrounds. The Council has an ambitious Capital Plan, which it aims to deliver through a combination of borrowing, direct payment from annual budgets and grants. The speed at which this happens has been reduced as a result of utilising reserves to reduce the impact of precept increases following the loss of Council Tax Support Grant. This has been compounded by the unforeseen reduction in income and potential increases in expenditure as a result of the Covid-19 pandemic and changes in the economy and supply chains.

### Current Financial Year (2021/2022)

The actual position in the revenue budget for the current financial year (2021/2022) for 1st April 2021 until 30th September 2021 is as follows:

	Budget (Half Year)	Actual (Half Year)
Income	£538,920	£417,877
Expenditure	£548,420	£426,011
Difference	-£9,500	-£8,134

Both income and expenditure to date is below anticipated levels due to the loss of facilities income and staff vacancies. Forthcoming expenditure includes insurance payments.

### Reserves

£18,000 was earmarked to be drawn down from reserves in 2019/20, however, it was not required since it was offset against the amount in the 2019/20 budget (£21,306) for Shakespeare borrowing repayments, which were not drawn down until the 2020/21 financial year. Therefore, the Council resolved in January 2020, half (£9,000) be earmarked to be drawn down from the reserve in 2020/21 and the other half in 2021/22 to reduce the impact of precept increases.

In the years the Council makes savings on loan repayments, £18,000 has been allocated in 2024/25 to replenish the reserve and £32,000 has been allocated in 2026/27 to replenish the actual reserve used in 2018/19.

## Committee Consideration

Policy & Resources Committee on 28th October 2021 considered the Council's medium term priorities and financial planning (Policy & Resources Committee minute 44) and approved the following:

1. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to update the Report and the financial projections at Appendix 1, if necessary, following publication of the Office for Budget Responsibility's "Economic and fiscal outlook" report, published on 27th October 2021;
2. that a meeting be held between the Leader, Deputy Leader, Standing Committee Chairs and the Council's Management Team to plan and refocus the Council's priorities for the next 12 to 18 months;

the Policy & Resources Committee also recommended to Council for approval:

3. that the current projections attached at Appendix 1, based on known financial pressures identified in the report, along with the update provided following publication of the Office for Budget Responsibility's October 2021 "Economic and fiscal outlook", be noted;
4. that the Council's Priorities and Objectives, attached at Appendix 2, be used as the basis for calculating the annual budget and any external funding sought;
5. that the Council's General Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations; and
6. that the Financial, Treasury Management, Investment and Reserves Strategies, as set out in the report, be adopted.

Following publication of the Office for Budget Responsibility's (OBR) "Economic and fiscal outlook" report on 27th October 2021; the financial projections included at Appendix 1 remain unchanged, however, a summary of the OBR report and the reason for retaining the same financial projections has been included in a section of this report above.

## Recommendations

1. that the current projections attached at Appendix 1, based on known financial pressures identified in the report, be noted;
2. that the Council's Priorities and Objectives, attached at Appendix 2, be used as the basis for calculating the annual budget and any external funding sought;
3. that the Council's General Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations; and
4. that the Financial, Treasury Management, Investment and Reserves Strategies, as set out in the report, be adopted.

## Reasons

1. To provide a foundation for preparing budget estimates for 2022/2023 and beyond.
2. To ensure the Council focusses its activity and spending on its key priorities and objectives given the future financial uncertainties.
3. To ensure the highest possible standards within the resources available in the future.
4. To effectively manage the Council's cash flows, borrowing and investments, taking into account the associated risks.

**APPENDIX 1 – 5 YEAR INCOME / EXPENDITURE PROJECTIONS**

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
<b>Total Requirement</b>	£599,729	£600,726	£605,262	£609,934	£617,547	£623,312
<b>Plus Increase in costs</b>	£5,997	£18,022	£18,158	£12,199	£12,351	£6,233
<b>Reduced Income / Revised Budgets</b>	£0	£0	£0	£0	£0	£0
<b>Less Savings / Income Generation</b>	£5,000	£13,486	£13,486	£4,586	£6,586	£9,478
<b>Total including Savings</b>	£600,726	£605,262	£609,934	£617,547	£623,312	£620,067
<b>Additional Pension Provision</b>	£48,884	£50,616	£51,628	£52,661	£53,714	£54,788
<b>Additional Staffing Costs</b>	£46,351	£56,657	£62,557	£64,364	£70,057	£73,920
<b>Health / Social Care Levy</b>	£0	£2,440	£2,834	£3,007	£3,184	£3,365
<b>Additional Borrowing Repayments</b>	£40,000	£35,532	£35,532	£35,532	£35,532	£35,532
<b>Non-Earmarked Reserves</b>	-£19,000	-£2,500	£0	£18,000	£25,000	£32,000
<b>(Balance of Reserves)</b>	£84,452	£81,952	£81,952	£99,952	£124,952	£156,952
<b>Contingency</b>	-£20,000	-£20,000	-£10,000	-£5,000	£0	£5,000
<b>(Balance for Financial Year)</b>	£0	£0	£10,000	£15,000	£20,000	£25,000
<b>Capital Projects</b>	-£15,000	-£10,000	£0	£0	£7,000	£15,000
<b>(Balance for Financial Year)</b>	£10,700	£15,700	£25,700	£25,700	£32,700	£40,700
<b>TOTAL REQUIREMENT</b>	£681,961	£718,007	£752,485	£786,111	£817,799	£839,672
<b>Less Council Tax Support Grant</b>	£0	£0	£0	£0	£0	£0
<b>Net Precept</b>	£681,961	£718,007	£752,485	£786,111	£817,799	£839,672
<b>Band D (scaled Tax Base)</b>	4,888.95	£139.49	£146.86	£153.92	£160.79	£167.27
<b>% Increase</b>	5.51%	5.29%	4.80%	4.47%	4.03%	2.67%
<b>Average % Increase</b>	N/A	4.25%				
<b>£5 Increase on Band D (% increase)</b>	N/A	£144.49	£149.49	£154.49	£159.49	£164.49
<b>Receipt</b>		3.58%	3.46%	3.34%	3.24%	3.13%
		£706,406	£730,851	£755,296	£779,740	£804,185



# BRAUNSTONE TOWN COUNCIL

## ***BUSINESS PLAN 2021/2022***

### **Priorities & Objectives**

#### **APPENDIX 2**

#### **Town Council Mission**

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

#### **Mission Statement - We exist:**

1. *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;*
2. *to provide a focus for civic pride;*
3. *to listen, identify and respond to agreed local needs; and*
4. *to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.*

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

#### **Town Council Priorities (2021/2022)**

In addition, Key Priorities for the Town Council during 2021/2022 include:

##### 1. Shakespeare Park

The Town Council has commenced phase 1 of its ambitious plans to invest in the redevelopment and improvement of sporting, recreation and play facilities at Shakespeare Park. Works commenced on building a new pavilion and making improvements to the site in 2020, which is due for completion in Spring 2021. Tenders have been received for phase 2 of the project: improvements to the Tennis Courts and Playground; preferred contractors have been selected and once funding is in place works will commence. Once the new Pavilion is open the Town Council will work with the Bowls and Football Clubs to ensure the facilities can be accessed by the community, sport participation is increased and new sports and clubs are established, for example Tennis and Petanque.

##### 2. Community Centres

The Town Council is working on improvements to our community facilities at both Braunstone Civic Centre and Thorpe Astley Community Centre; this includes improvements to the Civic Centre toilet facilities, including the provision of a Changing Places Toilet, enabling the Civic Community Lounge to provide food and café services, and making improvements to community rooms and conferencing facilities.

### 3. Quality of Life Services

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

### 4. Enhancing a Socially Inclusive and Vibrant Community

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.

### 5. Meet the needs of Thorpe Astley residents by facilitating the delivery of services and events at Thorpe Astley Community Centre

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. To provide a vibrant community centre, a place for community groups offering a range of activities and events for the community.

### 6. Braunstone Town Library

Responsibility for the management of Braunstone Town Library transferred to the Town Council in October 2019, ensuring the service is safe and will be retained. Unfortunately, plans to enhance the Library as a community facility have been delayed due to the Covid-19 pandemic. During 2021/22, as a community leader, the Town Council will seek the views and aspirations of the community in order to shape the future of the Library Service, while ensuring the sustainability of all services provided from the Civic Centre site.

### 7. Thorpe Astley Open Spaces

The Town Council has been responsible for the management and maintenance of Thorpe Astley open spaces since 2014, having received the developer commuted sums. The Town Council has completed the legal transfer of all open spaces at Thorpe Astley with the exception of Thorpe Astley Park. During 2021/22, the Town Council will work to ensure improvements are implemented to the Culvert and Thorpe Astley Park is transferred to the Town Council's ownership. The Council will then identify future investment and improvement to the parks and open space facilities in Thorpe Astley.

#### 8. Lubbesthorpe

The Town Council continues to represent the concerns of residents and monitor the impact upon their quality of life of the Lubbesthorpe construction, particularly the opening of the new link road to Thorpe Astley. Following a consultation, the Town Council is actively working with the developer and Blaby District Council to ensure that the land adjacent to the M1 bridge is suitably landscaped to provide protection for residents from the new road and to provide a leisure and recreation space.

#### 9. Efficient Services

Having made £35,700 in ongoing savings since 2015/2016 without impacting on the delivery of services, the Town Council continues to look to make efficiency savings while ensuring the existing services are safeguarded and where appropriate improved. Given the financial uncertainties identified in the Council's Medium Term Financial Planning analysis, the Town Council will seek to make £18,486 in ongoing savings over the next two financial years.

#### 10. Responding to Climate Change

In recent years the impact of climate change has become increasingly visible and public awareness more widespread. During 2021/22, the Town Council will develop a Strategy and an Action Plan in order to address the impact of its own activities on the climate. In addition, the Town Council will seek to provide leadership, including in partnership with the principal Councils and other organisations, to support the community to respond to the climate change agenda.

### **Town Council Objectives**

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

#### Planning and Environment Objectives

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the needs of future generations.

2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
4. To inform and consult local residents about major planning proposals, Development Plans and other planning initiatives by central and local government.
5. To work with others to minimise the impact from:
  - (a) traffic; and
  - (b) air and light pollution.
6. To promote responsible dog ownership and waste disposal.
7. To provide and maintain street seats and notice boards at key locations.
8. To monitor the New Lubbesthorpe development and to respond to any implications of that development for the environment of the Town.

### Community Development Objectives

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

#### *Young people*

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

#### *Crime reduction services*

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

#### *Social inclusion, recreation & culture*

4. To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
5. To provide support for the Office of Town Mayor
6. To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
7. To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
8. To organise arts events/ entertainment's/ Civic Occasions which bring people together
9. To encourage the formation of new community groups by promoting free/subsidised use of the Civic Centre
10. To promote social inclusion

### Corporate Management & Capital Project Objectives

1. To ensure effective management of the authority
2. To ensure effective implementation of the Council's policies and priorities
3. To ensure the Council's management arrangements, facilitate performance and efficient use of resources

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

#### Community Centres Objectives

1. To provide and maintain high quality function rooms for use by hirers
2. To provide and maintain quality meeting rooms for Council and local community groups at low cost
3. To provide a Licensed Bar/Catering service for use by hirers and community groups at prices that are comparable with other similar establishments in the area
4. To maintain usage of the Centres for the benefit of the community

#### Open Spaces & Parks Objectives

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

*Adopted by Council 28th January 2021 (Minute Reference 5895).*



# BRAUNSTONE TOWN COUNCIL

## CAPITAL PLAN 2021/2022

### APPENDIX 3

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

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

<b>Parks and Open Spaces Projects</b>		
<b>Park</b>	<b>Project</b>	<b>Notes</b>
Franklin park	Improvement items identified by the Franklin Park Working Group: completion of gravel path in orchard (to enable access to lower part when the ground is water logged)	Currently scheduled for 2021/22
Impey Close playground	Resurface playground with rubber mulch under play equipment and pathway (Rubber tiles damaged and in places missing. Surfaces having been damaged subject to continued vandalism).	Once open space registered with the Council
Mosssdale Meadows & Merrileys	Replace vehicle and pedestrian culvert bridges at Mosssdale Meadows. <i>Existing culverts are not suitable for flow of water which causes flooding on the park on a regular basis</i>	<b>Priority Project for 2021/22</b>
	Bridlepath resurfacing (from Kingsway entrance through to Jelson owned land)	On-hold pending review and availability of resources
	Possible resurfacing of footpaths	
	Toddler swings (estimated five year life span – medium risk) MM	
	Refurbishment of Changing Rooms and Sports facilities at Mosssdale Pavilion. <i>The Changing Facilities and Social Facilities could make more effective use of the space and are in need of improvement and modernisation.</i>	Once Shakespeare Park Improvements completed – scheduled 2021

<b>Parks and Open Spaces Projects (continued)</b>		
<b>Park</b>	<b>Project</b>	<b>Notes</b>
Mosssdale Meadows & Merrileys <i>Continued</i>	Roof Insulation at Mosssdale Depot and Sports Changing Rooms. <i>There is currently no central heating at the premises, with electric heaters for the staff room at the Depot. The building is not energy efficient and needs to be both in the short and long term to reduce energy use and costs.</i>	Once Shakespeare Park Improvements completed – scheduled 2021
	Flood Prevention at Parks Depot. <i>Depot has recently been the subject of flooding incidents following heavy and prolonged rain. The depot is lower than the adjacent concrete pathway. Engineer to design drainage/flood prevention scheme.</i>	Work in progress to undertake the work
	Installation of bio-fuel boiler at Mosssdale Pavilion for heating the Sports Facilities and Parks Depot. There is no heating at the premises. There are electric heaters for the staff room at the Depot, which are inefficient and a higher risk for fire. The Town Council has to pay at the Waste Disposal site to tip hedge and tree cuttings, which could be reused to fuel heating system.	Once Shakespeare Park Improvements completed – scheduled 2020
Shakespeare Park	Consider alternatives to respond to problems of burst water pipes from the water tank currently sited on top of the football changing rooms (possible options, heating of tank or removal and installation of electric showers in the changing rooms)	Part of Shakespeare Park Improvement and Development Project, currently scheduled for completion in Spring 2021.  <b>Priority Project underway and scheduled for completion in 2021/22</b>
	Replacement to Perimeter fencing of Tennis Courts	
	Bowling Club Pavilion – (has an expected 10 – 15 year life span remaining) Consider options for the long term future of the building and possible future wider community use, and replacement of building, and the existing club's involvement in sourcing funding opportunities for the replacement.	
	Provide additional basketball/netball nets/markings to existing tennis courts to provide an all-year use for the facility.	
	Additional balance in play area (2-5 or 5 – 12 age group)	
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	

<b>Parks and Open Spaces Projects (continued)</b>		
<b>Park</b>	<b>Project</b>	<b>Notes</b>
Shakespeare Park <i>Continued</i>	Safety Surface installed at toddler area	<b>Priority Project underway and scheduled for completion in 2021/22</b> (see above)
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
	Safety Surface in play area	
All Parks	Purchase of a wood chipper. <i>To enable the installation of a bio-fuel boiler at Mossdale Depot and Sports Changing Rooms. To reduce waste and waste tipping costs to tip hedge and tree cuttings, which could be reused to fuel heating system in pavilion. Chippings can also be used to make natural pathways.</i>	To be scheduled.

<b>Community Centres Projects</b>		
<b>Building</b>	<b>Project</b>	<b>Notes</b>
Civic Centre	Refurbishment of both sets of Toilets including exploring the provision of a Changing Places Toilet. <i>The current toilets are approximately 20 years old. The refurbishment of the toilets provided an opportunity to ensure that the Civic Centre toilet facilities are fully accessible.</i>	<b>Priority Project for 2021/22</b>
	Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities (To enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space).	<b>Priority Project for 2021/22</b>
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Heating/Air Conditioning</li> <li>• Mood Lighting</li> </ul> Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources
	Sound proofing of Partition Doors between Ravenhurst / Winstanley Rooms. <i>Complaints from hirers about noise from adjoining room, potential impact on ability to hire both rooms separately.</i>	Not required if current proposals to refurbish toilets and provide a new kitchen facility go ahead.

Community Centres Projects		
Building	Project	Notes
Civic Centre Continued	Refurbishment/Replacement of Fire Doors in Council Chamber. <i>Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	Currently scheduled for 2021/22
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector (The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training).	Currently scheduled for 2021/22
	Civic Centre Roof Refurbishment; Council Chamber side. <i>The roof on the Council Chamber and Fosse Room is leaking and has received several patches. Advice is that the roof has passed its life expectancy and will need refurbishing in the short term.</i>	To be scheduled.
	Replacement of Civic Centre Windows. <i>The windows are over 20 years old and do not meet modern insulation standards. Some are unsafe to open.</i>	To be scheduled.
Both Centres	Repainting of Rooms in both Civic Centre and Thorpe Astley Community Centre where there is dirt or damage (to ensure rooms are attractive to hirers).	<b>Priority Project for 2021/22</b>
	Installation of hearing loop systems in main rooms at both Community Centres. <i>Item already included where refurbishment of specific rooms has been identified.</i>	To be scheduled.

Library Projects	
Project	Notes
Installation of LED lighting at the Library. <i>The Library building has not been converted to LED lighting; conversion will reduce energy use and costs.</i>	Scheduled for 2021/22.

General Projects		
Location	Project	Notes
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is considered steep and potentially presented difficulties for wheel chair users and those who are less able.</i>	Currently scheduled for 2021/22
Installation of Solar Panels at both Community Centres and Shakespeare Park Pavilion	The Town Council has undertaken energy saving projects such as LED Lighting and installation of new heating and air conditioning systems. Shakespeare Park Pavilion will be built to current efficiency standards. The next stage for both reducing the impact on climate change and making savings is generation of some of the Council's electricity from renewable sources.	To be scheduled.
Improvements to Cycling Facilities	Cycle lock-up rails are available at both Centres and will be available at the new Shakespeare Pavilion. To encourage cycling and to ensure parked cycles are safe – consider covers, lock ups, better signage and CCTV coverage.	To be scheduled.
Gateway signage to the Town on the new road from Lubbesthorpe	The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and could explore incorporating speed reminders and/or safety messages.	To be scheduled once the road has been adopted by Leicestershire County Council.
Thorpe Astley Gateways	Gateway signage at the entrances to Thorpe Astley estate	Scheduled February / March 2021.
Provide new, improved and enhanced notice boards at key locations	Over the past few years, many notice boards have fallen into disrepair and have been removed. Some existing notice boards are in need of refurbishment and replacement. Some notice boards are located where there isn't a high level of footfall, while some key locations do not have notice boards.	Rolling programme over 5 years.

*Adopted by Council 28th January 2021 (Minute Reference 5896).*

## **APPENDIX 4 – RESERVES**

The table below summarises the balances at the beginning and end of the 2020/21 financial year:

<b>Table A – Balances 1st April 2020 – 31st March 2021</b>	
<b>1. Balances brought forward</b>	<b>£245,340.26</b>
2. (+) Annual precept	£646,304.00
3. (+) Total other receipts	£1,124,854.83
4. (-) Staff costs	£485,277.95
5. (-) Loan interest / capital repayments	£66,628.11
6. (-) Total other payments	£846,418.30
<b>7. (=) Balances carried forward</b>	<b>£618,174.73</b>

The table below summarises the current reserves and intended uses:

<b>Table B – Reserves 2021/2022</b>			
		<b>Start of Year</b>	<b>Current*</b>
Earmarked Reserves	<i>Shakespeare Pavilion Works</i>	£394,415.35	£63,137.13
	<i>Shakespeare Works Reserve</i>	£53,707.00	£14,321.00
	<i>Shakespeare Play/Tennis</i>	£4,000.00	£73,328.00
	<i>Balance Budget 2021/22</i>	£19,000.00	£16,838.08
	<i>Balance Budget 2022/23</i>	£0.00	£2,500.00
	<i>Gateway Signage</i>	£2,500.00	£2,500.00
	<i>Civic Centre Capital Projects</i>	£60,000.00	£60,000.00
	<i>Town Mayor's Charity</i>	£100.00	£0.00
	Total	£533,722.35	£232,624.21
Non-Earmarked Reserves	<i>Commutated Sums</i>	£47,375.12	£47,375.12
	<i>Library Transfer Grant</i>	£5,000.00	£0.00
	<i>General Reserve</i>	£32,077.26	£308,845.23
	Total	£84,452.38	£356,220.35
<b>Balance of Reserves</b>		<b>£618,174.73</b>	<b>£588,844.56</b>

\* Dated 30th September 2021.

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 2<sup>nd</sup> DECEMBER 2021**

#### **Item 7 – Civic Centre Facilities Improvements**

##### Purpose

To receive proposals for the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen.

##### Background

The Capital Plan, updated by Council on 28th January 2021 (Council Minute 5896), includes the following items for Braunstone Civic Centre:

1. “Refurbishment of both sets of Toilets, including exploring the provision of a Changing Places Toilet”. The reason is that the “current toilets are approximately 20 years old; the refurbishment of the toilets provides an opportunity to ensure that the Civic Centre toilet facilities are fully accessible”.
2. “Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities”. The reason is “to enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space”.

The Council outsources the operation of its Licensed Bar Service. The current contract commenced on 10th July 2019, to cover both Licensed Bar and Café Services, which was approved by Policy & Resources Committee on 14th February 2019 (minute 74).

##### Proposals

In order to accommodate the plan (above), it is proposed that the Winstanley Room is converted into a furniture storage area for the Ravenhurst Room, a Cleaning Store Room and a toilet facility. The total income for the Winstanley Room between 1st April 2019 and 31st March 2020 was £2,617.66 from 379 bookings. Most of these bookings were Counselling sessions, which could be accommodated in the Interview Room and also in the long term in the Small Meeting Room and Fosse Room.

The neighbouring ladies toilet is retained as a toilet facility. The existing men’s toilet is converted into a kitchen facility to service the neighbouring Bar/Café lounge. Existing windows to the Winstanley Room will need to be blacked out and existing windows to the toilets will need to be reorganised and modified.

The provision of a Cleaning Cupboard in the Winstanley Room enables the Cleaning Store Room and General Store Room at the back of the stage to be utilised for providing a Changing Places Toilet, meaning that the building doesn’t need to be changed to accommodate the facility. Therefore, the Reception toilets can simply be refurbished without any need to knock down existing walls, build new walls or

relocate the hot water tank. Additional storage cupboards are provided by accessing the void under the stage from the rear.

Detailed Plans and designs are attached:

- Appendix 1 – Layout Plan
- Appendix 2 – Section Plan
- Appendix 3 – Changing Places Toilet Layout

### Costs and Funding

Grant funding of £19,941 towards the cost of providing a Changing Places Toilet has been submitted via Blaby District Council to the Ministry of Housing Communities and Local Government’s Changing Places toilets programme. The result is expected before Christmas.

A pre-application for grant funding has been submitted to the Suez Community Trust, which previously awarded a grant towards the cost of the Millfield Hall new roof.

There is an earmarked General Fund Reserve for Civic Centre Capital Plan Priority Projects, which can also be used to contribute towards the costs of this project.

### Timescales & Milestones

The following are indicative timescales for the milestones in the project:

<b>Date</b>	<b>Milestone</b>
December 2021	<ul style="list-style-type: none"> <li>• Invitation to Tender</li> <li>• Identifying potential funding sources</li> </ul>
January 2022	<ul style="list-style-type: none"> <li>• Deadline for tender submissions</li> <li>• Assessment of Tenders</li> <li>• Submission of grant applications</li> </ul>
February 2022	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee considers financing and determines and appoints preferred contractor(s)</li> </ul>
March 2022	<ul style="list-style-type: none"> <li>• Lead in period</li> </ul>
April – June 2022	<ul style="list-style-type: none"> <li>• Commencement of Works</li> </ul>
July – September 2022	<ul style="list-style-type: none"> <li>• New Toilets and Bar/Café Kitchen becomes operational</li> </ul>

### Action Requested

Consider and comment on:

- the proposals;
- potential funding sources; and
- timescales.

**APPENDIX 1**

**Energy Efficiency Requirements:**  
In accordance with Part 6 of the Building Regulations, if a building is extended or renovated, the energy efficiency of the existing building or part of it may need to be upgraded.

**Notification of Work:**  
Building work is to be notified to the local authority building control body under the works are self-certified by a registered competent person or third party of the work is exempt from the need to notify by regulation 12(A) of, or schedule 4 to, the Building Regulations.

**Responsibility for Compliance:**  
People who are responsible for the building work must ensure that the work complies with all applicable requirements of the Building Regulations. The building owner may also be responsible and should work not comply with the Building Regulations, the building owner may be served with an enforcement notice.

**WORKS TO EXISTING BUILDINGS**  
Contractor must carry out his statutory requirements under the Construction (Design and Management) Regulations.

All work shall comply with the relevant Building Regulations, and the contractor shall provide the necessary notice to the Building Inspector for inspection at the required stages.

All dimensions are to be checked by the contractor on site before work commences.

All building work is to be carried out with proper materials appropriate for the circumstances in a workmanlike manner.

Contractor shall incorporate Accredited Construction Details (where applicable) as specified in SAP Build Standards. A signed copy of each ACD will be required upon issuing the final certificates. Failure to work to ACD's and other specified details will risk the project not complying with Part L and so incur further costs.

Contractor to expose/check existing foundations where necessary to determine their suitability to carry any extra load, and to agree any additional work required with the Building Inspector.

Contractor to check existing walls and verify whether they are load-bearing before removing/altering, and taking appropriate precautions.

Contractor to check existing structure where opened for any evidence of decay from fungal and insect attack, and inform client of any additional work required.

**DEMOLITION**  
All demolition must be carried out in accordance with the Construction Design and Management Regulations. Any work involving the disturbance and/or removal of any Asbestos material must be notified and strictly carried out in accordance with HSE procedures and Codes of Practice.

**REMEDIAL WORK**  
Any additional remedial work which may be considered necessary but is not indicated on the drawings or specifications, please consult the Local Authority before carrying out the work.

Weathered brickwork/stone to be replaced and weathered joints raked out and repointed with a suitable mortar.

All existing timbers to be inspected for woodworm and rot and replaced or treated by approved specialist.

All existing external and internal ground floor walls to have a silicone injected damp proof course by approved specialist if no DPC is present

- 2021/11/02 - Rev. H: Four drainage added to key, 00-10-02 new Type 14 S30.
- 2021/10/15 - Rev. G: Kitchen redesigned as a specialist commercial kitchen.
- 2021/08/24 - Rev. F: Sink in kitchen changed to a double sink.
- 2021/08/11 - Rev. E: Water boiler note added to kitchen.
- 2021/07/27 - Rev. D: As per client comments - drinking water taps added to both kitchens. Number of wash basins amended in Male WC (2) and Female WC (2).
- 2021/05/17 - Rev. C: As per client comments - dishwasher removed from Canteen; replaced with cupboard. Dishwasher in Kitchen relocated.
- 2021/05/12 - Rev. B: Partition wall/movable screen shown - situated adjacent to the new storage space & to be removed.
- 2021/04/27 - Rev. A: Minor changes to Disabled WC - added baby changing & moved placement of radiator. Relocated dishwasher in Canteen.

Revision Notes.

Drawing Status.



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Proposed Internal Alterations  
Braunstone Civic Centre  
209 Kingsway, Braunstone  
for Braunstone Town Council

Proposed Plan			
Scale:	Drawn:	Checked:	Date:
1:50	KES	-	April 2021
Drawing No:	Drawn:	Checked:	Date:
7570_04_001	-	-	April 2021
	Drawn:	Checked:	Date:
	-	-	April 2021

**GENERAL NOTES:**

All dimensions and levels are to be checked on site prior to works commencing and any discrepancies reported to HSP Architects immediately. All proposed levels are to be confirmed onsite and taken from the survey data.

Dimensions indicated are from finish to finish.

All fittings and furniture shown are by others, this drawing is for reference only.

All standards, specifications and details are to be fully compliant with the current building regulations and other associated legislation. All materials used must be suitably certified.

Contractor to confirm the location of the existing storm and foul drainage on site. All new storm and foul drainage is to connect to the existing. Drainage layout shown is indicative for the purpose of building regulation compliance. Contractor to confirm location of existing drainage on site and invert levels.

Mechanical extract to be in accordance with approved document F and M&E engineers details and specification. Ventilation extract locations through the fabric are indicative only and any penetrations through the roof and facade must be kept to a minimum and agreed on site prior to works commencing.

Radiators throughout to be correctly sized based upon the performance and the heating system employed. To be confirmed by the M&E engineer. This drawing shows indicative positioning only.

All smoke and heat detectors to be mains operated with battery back-up to BS5446-1 and 2. They should be located a minimum of 300mm away from light fittings or any vertical surfaces.

To be read in conjunction with the following drawings:

- 7570\_04\_002 Proposed sections
- 7570\_04\_010 Proposed Indicative electrical layout
- 7570\_04\_011 Proposed door & window schedule (sheet 1)
- 7570\_04\_012 Proposed door & window schedule (sheet 2)

and Proposed Finishes Schedule.

**MATERIALS & WORKMANSHIP**

To be in accordance with Regulation 7, building work must be carried out in a workmanlike manner using adequate and proper materials which are appropriate for the circumstances used, adequately mixed or prepared and applied/ fixed / used so as adequately to perform the functions for which they're designed.

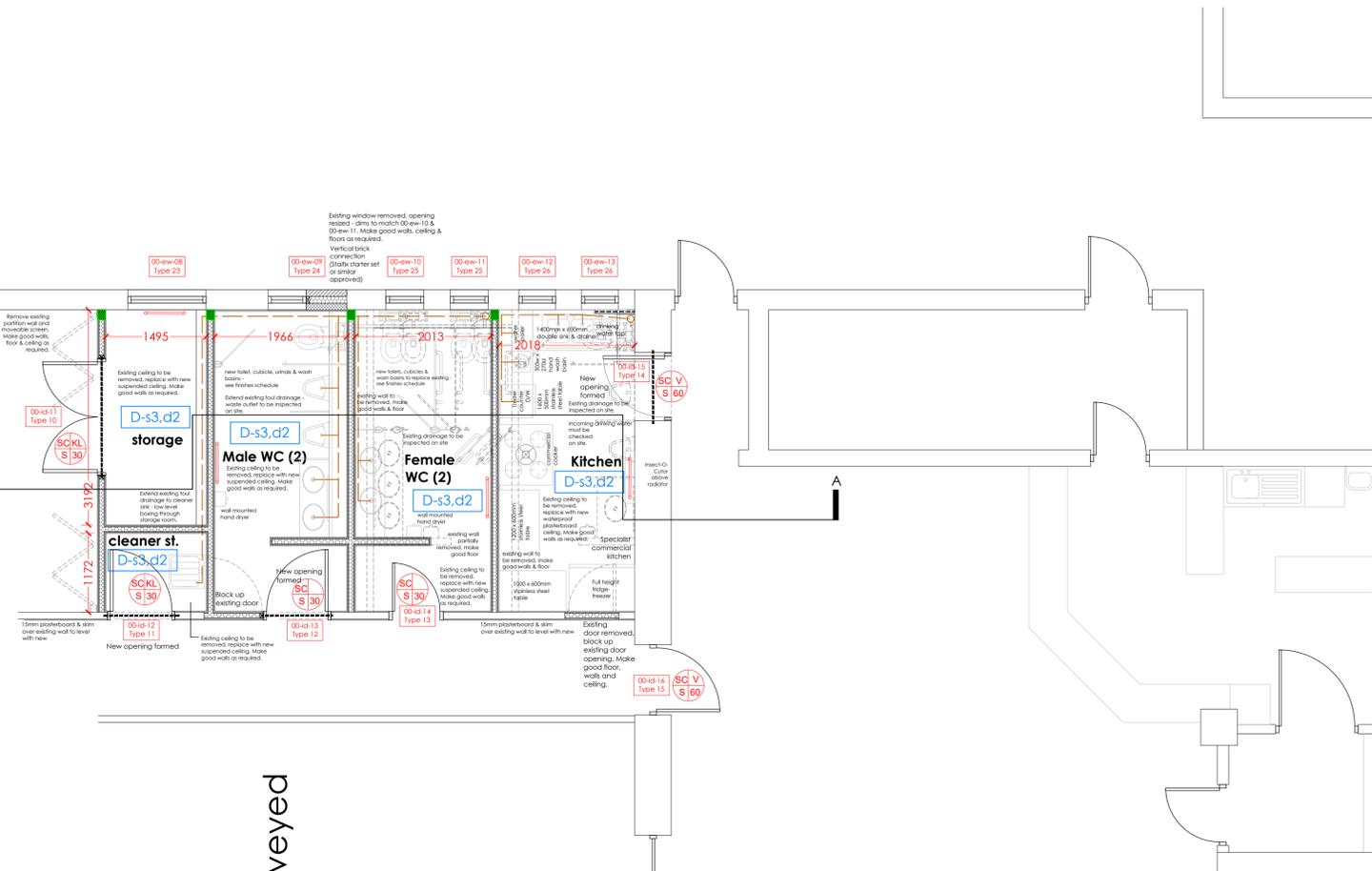
The Construction Products Regulation requires that construction products that are covered by a harmonised European product standard or conform to a European Technical Assessment should normally have CE marking.

When using materials, the following can be used as a means to determine the materials suitability:

1. CE marking under the Construction Products Regulation
2. CE marking under other EU directives and regulations
3. British & European Standards
4. Other national and international technical specifications Independent Certification Schemes
5. Tests and calculations
6. Past Experience

Building Work:

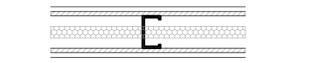
To be in accordance with Regulation 3 and 4 of the Building Regulations. Building work should be carried out in such a way that, when work is complete, the work and building comply with the building regulations.



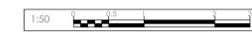
area not surveyed

DRAWING KEY	
	Existing building fittings & furnishings to be removed as indicated.
	Extract Cooker Hood
	Radiator
	Rigid Insulation Board
	Mineral Fibre / Glass Wool
	Blown Insulation
	A1 Rated Cavity Barrier
	Soil Vent Pipe
	Foul Drainage 140 Fall
	Liner
Doors	
	Vision Panel
	Self Closing
	Fire Resistant
	Smoke Seal
	Keyed Lockset
	Push Bar
Classification of Internal Linings	
Small rooms of maximum internal floor area:	
a. 4m <sup>2</sup> in residential accommodation	D-s3,d2
b. 30m <sup>2</sup> in non-residential accommodation	C-s3,d2
Other rooms (including garages)	C-s3,d2
Other circulation spaces	B-s3,d2

**Proposed wall type - Internal Wall, Insulated, Plywood**



<b>Construction</b>	1 x 15mm British Gypsum Wallboard both sides (or similar and approved) Taped joints and sealed edges 12mm plywood potting (both sides) 70mm Gyproframe "C" Studs at 600mm centres 20mm loose acoustic partition roll between studs All penetrations suitably stopped and all joints sealed Total thickness = 124mm
<b>Fire Rating</b>	Inherently achieves 30 minutes
<b>Classification of Linings</b>	National Class 3
<b>U'Value</b>	N/A
<b>Finishes</b>	See finishes schedule
<b>Height</b>	Maximum 3800mm
<b>Location</b>	Various Internal
<b>Other</b>	BS476:1987 NOTE: Gyproc Moisture Resistant boards to areas which are prone to increased moisture levels and variations to the relative humidity. NOTE: Areas with wall lining i.e. toilets, to have Glasroc H Trebacker board or similar approved.



suspended ceiling

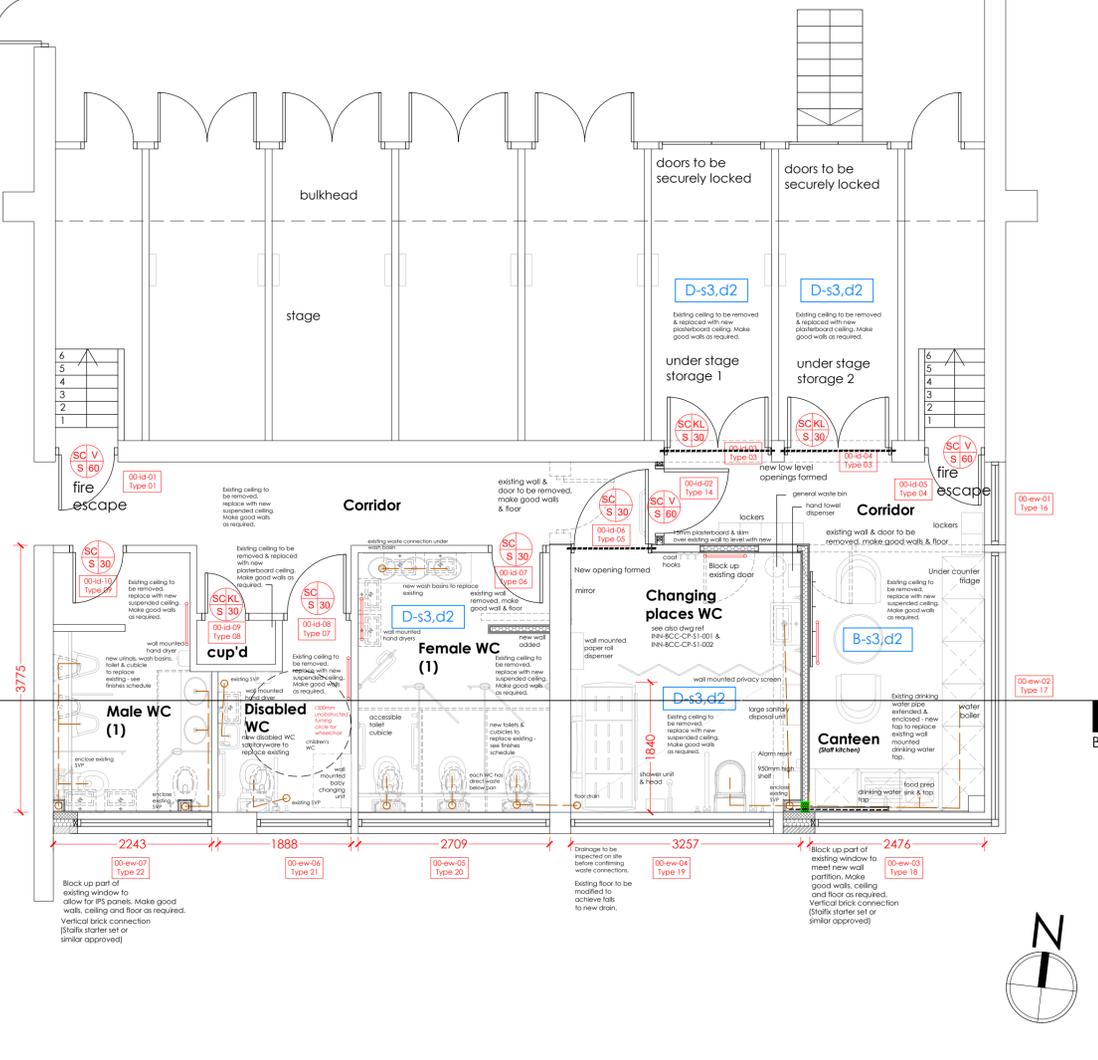
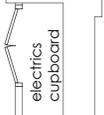
entrance lobby

area not surveyed

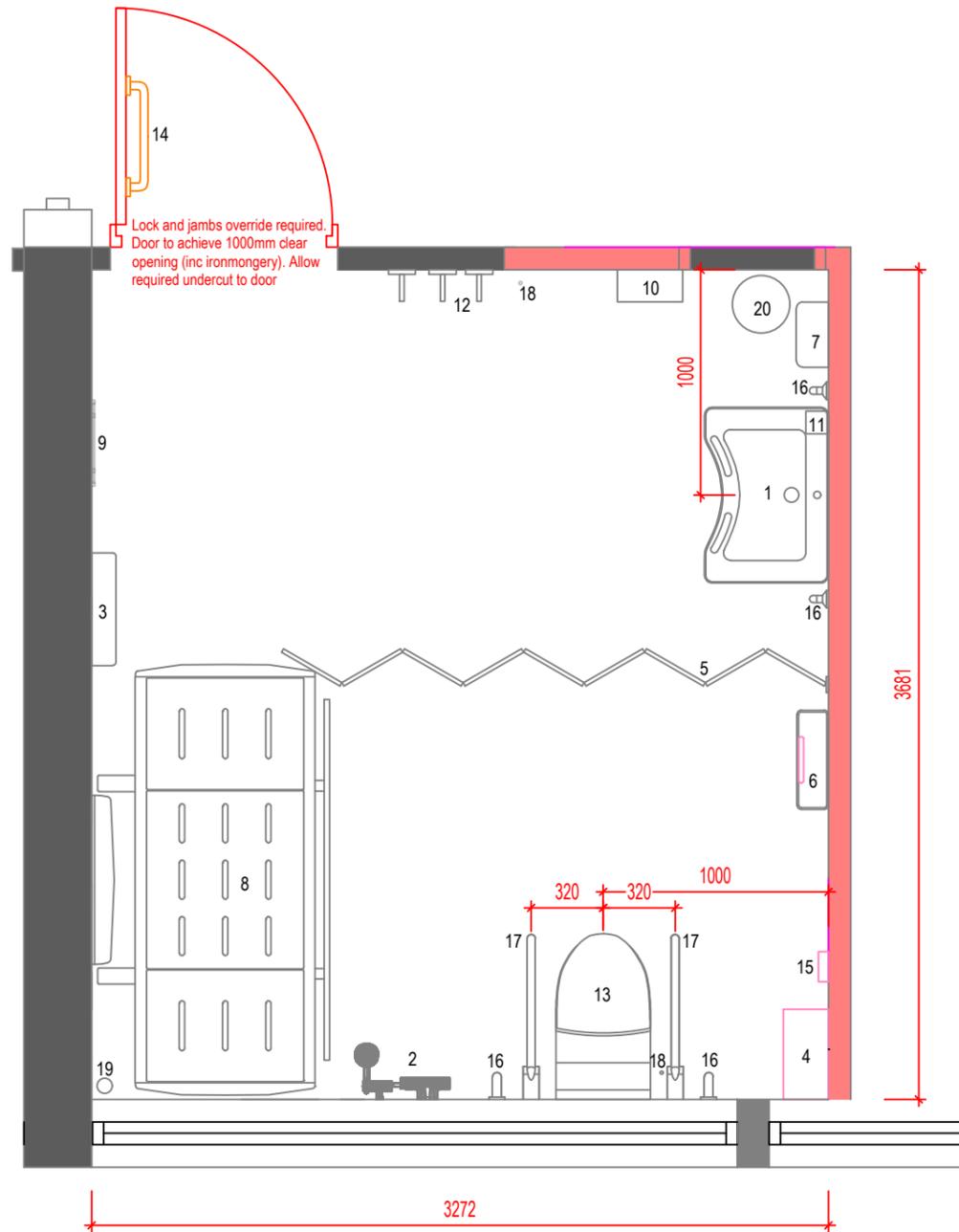
offices

reception

office







**Key**

#	Item	Supplied by
1	Matrix medium height adjustable wash basin with overflow	Innova
2	Mixer shower	Innova
3	Wall-mounted wide paper roll dispenser	Innova
4	950 high shelf for Colostomy Bags	Innova
5	Wall mounted privacy screen	Innova
6	Large sanitary disposal Unit	Innova
7	Hand Towel Dispenser	Innova
8	Changing Bench 3000	Innova
9	Mirror	Innova
10	Hand Dryer	Innova
11	Soap dispenser	Innova
12	Coat Hooks (1050mm from FFL)	Innova
13	Peninsular Toilet	Innova
14	Horizontal grab rail	Innova
15	Alarm Reset Button	Innova
16	Vertical grab rail	Innova
17	Drop down grab rail	Innova
18	Alarm pull cord	Innova
19	Floor Drain	Innova
20	Bin	Innova



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Project  
**Braunstone Civic Centre**

Drawing title  
**Changing Places -  
Layout**

Date	18 FEB 2021	Drawn by	BD	Checked by	TW	REV NO.	DESCRIPTION OF REVISION	REV BY	CHECKED BY	DATE
Status	<b>For Construction Approval</b>		Paper Size	<b>A3</b>		001	First Draft	BD	TW	18/02/2021
Drawing No	<b>INN-BCC-CP-S1-001</b>		Scale	<b>NTS</b>						
			Revision	<b>P01</b>						