

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 26th AUGUST 2021 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Sohan Johal, Leanne Lee, Sam Maxwell and Robert Waterton.

Councillors Satindra Sangha and Tracey Shepherd observed the meeting remotely through Zoom Video Conferencing.

Councillor Christiane Startin-Lorent was also in attendance.

**Officers in Attendance:** Darren Tilley, Executive Officer & Town Clerk.

There were no members of the public present at the meeting.

**16. Apologies**

No apologies for absence were received from Councillors.

**17. Disclosures of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by members.

**18. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

**19. Minutes**

The Minutes of the meeting held on 10th June 2021 (item 4 on the agenda) were circulated.

**RESOLVED** that the Minutes of the meeting held on 10th June 2021 be approved and signed by the Chairperson as a correct record.

## **20. Library Partnership Arrangements - Braunstone Heritage Archive Group**

The Committee considered establishing a formal partnership arrangement with Braunstone Heritage Archive Group to provide local history/heritage displays and services from Braunstone Town Community Library (item 5 on the agenda).

### **RESOLVED**

1. that the principle of entering into a partnership agreement with Braunstone Heritage Archive Group to develop and enhance services at Braunstone Town Community Library be approved;
2. that the draft outline partnership agreement and memorandum of understanding, attached at Appendix 1 of the report, be approved as the basis for the partnership;
3. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader, to work with the Braunstone Heritage Archive Group to finalise and implement the partnership agreement and memorandum of understanding; and
4. that, upon implementation of the formal partnership agreement, schools be informed of the arrangement and the services being offered.

### *Reasons for Decision*

1. *The Town Council had always envisaged the creation of a heritage/local history area in the Library and discussions had been held with Braunstone Heritage Archive Group on providing this, with outline proposals forming part of the Town Council's expression of interest to Leicestershire County Council to take over the management and operation of the Library.*
2. *To outline the commitments of both the Council and the Heritage Archive Group to secure the provision of heritage/local history displays, activities and events in the Library.*
3. *To enable detailed discussion to continue with the Heritage Archive Group in order to ensure that the agreement covered all aspects required and would be deliverable. To finalise and implement the agreement in order to begin providing the services set out, avoiding undue delay.*
4. *To enable schools to access local history and heritage in support of their curriculum as provided for under the Ofsted assessment framework.*

## **21. Shakespeare Park - Improvement & Development**

The Committee received a progress report on the improvement project and financing for phase 2; along with an update on arrangements for future management of the pavilion and site (item 6 on the agenda).

### **RESOLVED**

1. that progress with the Project: Pavilion and Site Works, Tennis Courts improvements and Playground Improvements, as set out in the relevant section of the report, be noted;
2. that the existing annual pitch allocations arrangement for Shakespeare Park, Bowls and Football, be discontinued beyond the current (2021/22) season;
3. that further to 2 above, the three options for running the New Pavilion Facility and allocating the pitches at Shakespeare Park for 2022/23 and beyond, as set out in the section of the report Future Management Arrangements, be approved, and that option (a) Management Committee set up as a Charitable Organisation, be reconfirmed as the Council's preferred option;
4. that any arrangements for a Management Committee or single club running the facility be reviewed after 2 years and support arrangements be put in place to ensure its success;
5. that in support of the process, outlined in 4 above, models of good practice be investigated and advice sought from relevant organisations, for example, Blaby District Council and Leicestershire and Rutland Sport; and
6. that the revised timescales for the project, attached at Appendix 1, be approved.

#### *Reasons for Decision*

1. *To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire, was delivered efficiently and effectively.*
2. *Given the Council will be meeting the capital and interest repayments on the loans drawn to finance the works; the running costs of the facility would need to be met by the users.*
3. *To ensure that the long-term management arrangements of the Pavilion would be sustainable and maximise revenue opportunities. To ensure that the Sports Clubs had the certainty of longer-term tenure in order to expand sporting provision.*
4. *To ensure that any practical barriers or unforeseen issues could be addressed to ensure that sustainability of the arrangements.*
5. *To ensure that relevant experience and advice could be sourced and best practice identified.*
6. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

## **22. Tennis Courts - enhancing provision and participation**

The Committee received feedback from the consultation and considered arrangements for Tap4Tennis to manage use of the Tennis Courts and ensure investment in the facilities; along with the provision of tennis

equipment and coaching sessions to increase participation in the sport (item 7 on the agenda).

It was noted that Appendix 3 of the report, Pricing Structures of Other Courts within 20 miles, incorrectly identified Victoria Park, Leicester as being free, when annual membership cost £42.

## **RESOLVED**

1. that the comments from the consultation undertaken in 2021 (attached Appendix 2), be noted;
2. that the approved pricing structure (attached Appendix 1) for the hire of the tennis court at Thorpe Astley and Shakespeare Park Tennis courts be implemented as from 1st November 2021 at Thorpe Astley and at Shakespeare Park once the refurbishment of the tennis courts had been completed; and
3. that in addition to the pricing framework attached at Appendix 1, monthly and annual concessionary membership be offered free of charge to residents in receipt of:
  - (a) Jobseeker's allowance,
  - (b) Income support,
  - (c) Housing benefit and/or council tax benefit,
  - (d) Special needs/disabled person,
  - (e) Dependant partner/carer for above,
  - (f) Universal Credits;and that delegated authority be given to the Executive Officer & Town Clerk to determine the evidence required to claim concessionary membership.

### *Reasons for Decision*

1. *To receive residents' comments on proposed booking and fees structure for the Thorpe Astley and Shakespeare Park Tennis courts;*
2. *To ensure that reasonable and comparative pricing was applied to the use of the tennis courts, while ensuring free access to the tennis courts would be made available each day for residents, to enable all residents to be able to access the tennis courts supporting physical activity.*
3. *To respond to concerns raised in some of the consultation comments that pricing could be a barrier to those who could not afford either the individual court fees or membership fees.*

## **23. Climate Change and Environmental Strategy**

The Committee received the consultation results and a proposed Climate Change and Environmental Strategy for recommendation to Council for adoption (item 8 on the agenda).

**RESOLVED** THAT IT BE RECOMMENDED TO COUNCIL that the Climate Change and Environmental Strategy, attached at Appendix 2 of the report, be approved and adopted.

*Reason for Decision*

*To provide the framework for the Town Council to take action to respond to Climate Change and enhance the local environment.*

**24. Action Plan Update – Response to the Recommendations of the Report of Independent Investigator on the handling of Internal Disputes**

The Committee received an updated action plan for delivering the recommendations of the independent investigation into the handling of internal disputes (item 9 on the agenda).

**RESOLVED** that the updated action plan in response to the recommendations of an independent investigation into the handling of internal disputes, as set out at Appendix 1, be approved.

*Reason for Decision*

*To ensure that the policy framework was up to date and fit for purpose, to build conflict resilience, to use past events as a catalyst for change, and to avoid history repeating itself.*

**25. Public Consultation for Forest House Medical Centre**

The Committee considered whether to respond to a public consultation on the future development of GP services in Leicester Forest East (item 10 on the agenda).

**RESOLVED** that the following points be submitted as Braunstone Town Council's response to the public consultation on the future development of GP services in Leicester Forest East:

- (a) the proposals would adversely affect Winstanley and Thorpe Astley residents;
- (b) the residents of Winstanley and Thorpe Astley were more likely to access the services provided at Forest House Medical Centre on a regular basis;
- (c) Lubbesthorpe Health Centre had been provided from Developer Contributions to provide additional capacity resulting from population growth not as an alternative to existing facilities;
- (d) the integration of the Lubbesthorpe Health Centre, along with the existing surgeries, within the Primary Care Network would be the most effective way of delivering a wider choice of clinical and holistic services to meet the needs of a growing population, including extended access; and
- (e) if the relocation did go ahead, the existing appointment system or contacting the surgery at 8am would need to cease and pre-booked appointments made available.

*Reasons for Decision*

- (a) *Residents without a private car in Winstanley and Thorpe Astley would have difficulty accessing alternative services at Warren Lane Surgery, New Lubbesthorpe Surgery and also at Kingsway Surgery.*
- (b) *Winstanley Ward contained a significant amount of sheltered accommodation and also retired people; Thorpe Astley Ward contained a higher proportion of families with children.*
- (c) *The Section 106 agreement, dated 13th January 2014, provides for the expansion of the Warren Lane Surgery and a new Health Facility in New Lubbesthorpe to mitigate the impact of new housing on the local health services.*
- (d) *Primary Care Networks have been implemented by the NHS to integrate primary care with secondary and community services, and bridge a gap between general practice and emerging Integrated Care Systems.*
- (e) *Patients who had to make arrangements for travel would need to be able to make advance bookings.*

## **26. ROSPA Reports**

The Committee received a report concerning the Annual ROSPA reports on Parks and Open Spaces in order to determine any action, which needed to be taken (item 11 on the agenda).

### **RESOLVED**

1. that it be noted that repairs to the High-Risk items listed in the report had been undertaken and a work programme for other medium priority items with a risk factor of 9 (Appendix 1) be approved for completion during the summer; with medium priority items with a risk factor of 8 and below to be included in the Winter Works Programme 2021/2022; and
2. that the Executive Officer & Town Clerk review the effectiveness of the regular safety check procedures.

### *Reasons for Decision*

1. *To ensure that all Braunstone Town Council's play areas and equipment were maintained to a safe standard.*
2. *To minimise the number of High Risk items identified in the Annual ROSPA reports.*

## **27. Proposals for Open Space Adjacent to Meridian Way Extension**

The Committee received details of proposals to turn the land used for the construction compound for the new M1 Bridge to Lubbesthorpe to be converted into public open space (item 12 on the agenda).

### **RESOLVED**

1. that the proposals for landscaping and converting to a usable

- recreation space the land adjacent to the new road to the M1 bridge, as set out at Appendix 1, along with the consultation responses, as set out at Appendix 2, and the actions in response to the consultation, as set out in the report, be noted; and
2. that the Next Steps, as set out in the report, be progressed.

*Reasons for Decision*

1. *To enable appropriate plans to be drawn up and implemented which would benefit residents of Thorpe Astley with useable recreation space.*
2. *To enable the Town Council to be involved in shaping the proposals and to be considered as the appropriate body for future ownership/management of the site.*

**28. Update on Thorpe Astley Culvert and legal transfer of Thorpe Astley Park**

The Committee received an update on the current position with Thorpe Astley Culvert and the legal transfer of Thorpe Astley Park (item 13 on the agenda).

**RESOLVED** that the update report on progress with Thorpe Astley Culvert be noted.

*Reason for Decision*

*To ensure that the Town Council's desire to complete the transfer of Thorpe Astley Park, a significant asset that should be owned by the Town Council, without further delays and additional cost.*

**29. Review of arrangements for responding to Covid-19**

The Committee received an update on the Council's response to the Covid-19 restrictions and reviewed the implementation of arrangements for Covid-19 Secure Facilities Hires and Covid-19 delegations to the Executive Officer & Town Clerk, to ensure that the Council's services recovered following Covid-19 and the associated restrictions (item 14 on the agenda).

**RESOLVED**

1. that the fixed term period for the Covid-19 Delegations to the Executive Officer & Town Clerk, end on 31st August 2021;
2. that the Council's Community Centres Facilities Hires amended general terms & conditions of hire (Appendix 2) continue to be applied from 1st September 2021;
3. that the Covid-19 Secure terms & conditions end on 31st August 2021;
4. that the arrangement, set out in the report under Health Services at Thorpe Astley Community Centre, be approved; and
5. that delegated authority be given to the Executive Officer & Town Clerk to provide facilities to the NHS Clinical Commissioning Group, Partnership Trust and local GP Practices, including determining the

charges levied and terms of use.

*Reasons for Decision*

1. *Since Covid-19 legal restrictions were lifted in July 2021, there has been no impact on the Council's services or operations, and no further impact was predicted prior to the next scheduled meeting of the Committee in October.*
2. *To take account of the impact of the lifting of restrictions from 19th July 2021, which allowed facilities hires to return to normal, while taking account of guidance on ventilation.*
3. *Since Covid-19 legal restrictions were lifted in July 2021, there has been no impact on the Council's services or operations, and no further impact was predicted prior to the next scheduled meeting of the Committee in October.*
4. *To provide a balance between supporting the NHS with the vaccination roll out, while ensuring the Council's costs were covered.*
5. *To assist the NHS with the roll-out of health initiatives in response to and prevention of Covid-19.*

**30. Blaby District Parish Councils Group**

Councillor Robert Waterton advised that the Group were due to meet on 4th September 2021.

**31. Officer Delegated Decision - Response to Consultation on proposed changes to Parliamentary Constituencies**

The Committee received and noted an Officer Delegated Decision, setting out Braunstone Town Council's response to the Boundary Commission for England's consultation on proposed changes to Parliamentary Constituencies (item 16 on the agenda).

**RESOLVED** that Braunstone Town Council's response to the Boundary Commission for England's consultation on proposed changes to Parliamentary Constituencies, included in the Officer Delegated Decision attached at Appendix 1, be endorsed.

*Reason for Decision*

*To support conveying to the Boundary Commission for England the main principle: the importance of ensuring that Braunstone Parish, and by extension Braunstone Town, was always included as a whole in one Parliamentary Constituency.*

**32. Bank Account Signatories**

The Committee considered revisions and updates to the Bank Account Signatories list (item 17 on the agenda).



**RESOLVED** that the following amendments be made to the approved accounts signatories list for the Co-operative Bank Accounts (linked):

- a) the following be removed: Mr I. Uddin; and
- b) the following be added: Mrs S.E. Redshaw.

*Reason for Decision*

*To update the account signatories following changes in the Council's membership and staffing.*

**33. End of Quarter Financial Position - Cashbook and Reserves**

The Committee received a summary of the Council's Cash and Reserves for the period 1st April 2021 to 30th June 2021 (item 18 on the agenda).

**RESOLVED** that the end of quarter financial position be noted.

*Reason for Decision*

*There were no issues of concern with management of the Council's Finances.*

**34. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2021 to 31st July 2021 (item 19 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with income and expenditure against the budget for 2021/2022.*

**35. Approval of Accounts**

The Committee considered payments from 1st June 2021 until 17th August 2021 (item 20 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 1st June 2021 until 17th August 2021 be approved.

*Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*

**36. Improvements to Walking and Cycle Routes**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be excluded and they be instructed to withdraw

(Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interest.*

The Committee received an update on the delivery of proposals for improvements to the connections between walking and cycling routes (item 21 on the agenda).

## **RESOLVED**

1. that the *Outline Proposals* for the scheme, as set out in the report and at appendices 1 and 2, be supported;
2. that further work be undertaken on the proposals in respect of the following:
  - (a) the crossing points over Withers Way and the Southbound exit slip road of Lubbesthorpe Way,
  - (b) Narborough Road South subway, and
  - (c) mitigations to prevent additional parking in residential streets;
3. that the *Legal Implications*, as detailed in the report and at Appendix 3, be noted and the scheme progressed based on the advice; and
4. that the *Next Steps* for delivering the scheme, as set out in the report, be endorsed.

### *Reasons for Decision*

1. *To provide safe walking and cycling routes between Lubbesthorpe, Braunstone, National Cycle Route 6 and Leicester.*
2. *To enable detailed plans to be developed to ensure the safety of users and protect the amenity enjoyed by local residents:*
  - (a) *to ensure that the proposed crossing points at the Lubbesthorpe Way / Meridian Way junctions would be safe for walkers and cyclists of all ages and abilities,*
  - (b) *improvements would be needed to the lighting, signage and entry and exit ramps to the Narborough Road South Subway to provide for a safe route, and*
  - (c) *the opening of a new rear access to Meridian Leisure park could create additional traffic and parking, adversely affecting residential amenity.*
3. *To ensure that the legal and technical aspects of the Mosssdale Meadows part of the scheme were fully assessed.*
4. *To note that the project was being progressed, with the next phases of the delivery plan set out.*

## **37. Civic Centre Facilities Improvements**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be excluded and they be instructed to withdraw

(Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interest.*

The Committee received an update on the proposals for the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen (item 22 on the agenda).

### **RESOLVED**

1. that the current position with regards to costs of and funding the project be received and noted; and
2. that the indicative timescales for the project, as set out in the Progressing the Project section of the report, be approved.

#### *Reasons for Decision*

1. *To recognise the need to sustainably finance the project using a combination of earmarked funds and by accessing external grant funding.*
2. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

### **38. Organisation Staffing Review: Update on Job Evaluation and Implementation of the Proposals**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Personal Information.*

The Committee considered progress with the LRALC job evaluation review of the Management and Administration posts and implementation of the approved restructure in the Library Service (item 23 on the agenda).

### **RESOLVED**

1. that progress with the LRALC job evaluation review of the corporate management and administration posts, as detailed in the report, be noted;
2. that Option 3 for *Implementation of New Library Staff Structure* be approved as detailed in the report; and that delegated authority be given to the Executive Officer & Town Clerk to implement the proposals, including the new Employment Contract, with the affected staff;
3. that the remaining £5,000 Library TUPE Transfer Grant be earmarked to fund the proposals, set out in the report and in 2 above, in the first year; and
4. that the implementation arrangements, including the timescales, set out in the report be approved.

*Reasons for Decision*

1. *To fully complete the Job Evaluation review of the Council's Officer posts and ensure that there would be equity in the grading of these posts.*
2. *To provide the resources, knowledge, expertise and resilience to deliver an enhanced and improved Library Service; and to ensure implementation was in accordance with employment law.*
3. *To ensure that the proposal could be sustainably funded.*
4. *To provide a clear framework and timescales for implementation.*

The meeting closed at 10.00pm.

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & 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.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_