

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 28th APRIL 2022 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Rebecca Lunn-Scoppie (Substituting for Councillor Leanne Lee), Sam Maxwell, Tracey Shepherd and Robert Waterton.

Officers in Attendance: Pauline Snow, Deputy Chief Executive & Community Services Manager

Darren Tilley, Chief Executive & Town Clerk, attended the meeting remotely through Zoom Video Conferencing.

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

100. Apologies

Apologies for absence were received from Councillor Shabbir Aslam, Sohan Johal, Leanne Lee and Satindra Sangha.

101. Disclosures of Interest

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

102. 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.

103. Minutes

The Minutes of the meeting held on 24th February 2022 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 24th February 2022 be approved and signed by the Chairperson as a correct record.

104. Environment and Biodiversity Strategy

The Committee considered, following consultation, adopting an Environment and Biodiversity Strategy for the Council's Parks and Open Spaces (item 5 on the agenda).

RESOLVED that the Environment and Biodiversity Strategy, attached at Appendix 2 of the report, be approved and adopted.

Reason for Decision

To provide the framework for protecting and enhancing the town's parks and open spaces, for promoting and encouraging tree planting, and both increasing and enriching biodiversity.

105. Draft Climate Change & Environmental Action Plan

The Committee received an action plan to deliver the Climate Change and Environmental Strategy's Objectives (item 6 on the agenda).

RESOLVED

1. That the Draft Climate Change & Environmental Action Plan, attached at Appendix 1 of the report, be approved;
2. that consultation be undertaken with the Community Development Committee, Planning & Environment Committee and Citizens' Advisory Panel, as detailed in the report and set out under Chapter 7, Action Planning, of the Climate Change and Environmental Strategy;
3. that the procurement and financial appraisal process for the following actions be commenced and a report setting out the tender process and timescales be submitted to the next meeting, proposed for 16th June 2022:
 - a) install solar PV identified in the Carbon Audit,
 - b) install a hybrid air source heat pump at Thorpe Astley Community Centre, and
 - c) installation of Electric Vehicle Charging points at community facilities and parks depot; and
4. that the final action plan for June 2022 to March 2024 be submitted to Policy & Resources Committee at the next scheduled meeting in June 2022, with recommendations to update the Council's Capital Plan accordingly.

Reasons for Decision

1. *To set out proposals to deliver the objectives set out in the Climate Change & Environmental Strategy and the Environment & Biodiversity Strategy, along with the recommendations of the Carbon Audit.*
2. *To identify actions to deliver the Climate Change & Environmental Strategy's aims of "Supporting the Local Community and Protecting and Enhancing Green Spaces".*

3. *To ensure that actions, which would have a significant impact on reducing the Council's carbon emissions, could be progressed and resources identified to avoid undue delays.*
4. *To consider and approve a definitive action plan to deliver the Council's commitment to make its activities carbon neutral and embed climate and environmental awareness in its decision making.*

106. Shakespeare Park – Improvement & Development

The Committee received a progress report on the improvement project and financing for phase 2; along with receiving an update on arrangements for future management of the pavilion and site (item 7 on the agenda).

RESOLVED

1. that progress with the Project: *Pavilion and Site Works, Tennis Courts improvements, Playground Improvements and Future Management Arrangements*, as set out in the relevant section of the report, be noted;
2. that the revised timescales for the project, attached at Appendix 1, be approved;
3. that promotional material be developed and signage installed encouraging residents to sign up to using the tennis courts; and
4. that family fun activities be included as part of the Shakespeare Park Pavilion Open Day.

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. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*
3. *To ensure that residents were aware of how to book and use the Courts.*
4. *To attract attendees to the event in order to showcase the facility and what it offers.*

107. Draft Training & Development Policy & Procedure

The Committee received a proposed revised Training and Development Policy and Procedure for consideration and consultation (item 8 on the agenda).

RESOLVED

1. that the proposed draft Training & Development Policy & Procedure, attached at Appendix 2 of the report, be approved for consultation with Councillors, staff and volunteers, as detailed in the *Timescales and Implementation* section of the report; and

2. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 16th June 2022, for consideration and approval.

Reasons for Decision

1. *To ensure that Councillors, staff and volunteers could input into the proposed Training & Development Policy & Procedure to ensure that it would be practical and fit for purpose.*
2. *To ensure that the Council has a policy and procedure in place to meet the needs of both the Council and its Councillors, staff and volunteers, providing for a needs analysis to assess development and training needs, and a training plan and record to enable a journey of monitored continuous development.*

108. Annual Report 2022

The Committee received the draft Annual Report 2022 for recommending to the Annual Meeting of the Full Council for adoption (item 9 on the agenda).

RESOLVED

1. that the following amendments be made to the Annual Report 2022:
 - a) the “Plans for 2022/2023” column be removed from the achievements page,
 - b) “Our Achievements 2021/2022” be spread over two pages, using pictures and space around the achievements,
 - c) remove the “Members Allowances 2020/2021”,
 - d) make the text bigger across the achievements and the Leader’s Introduction, and
 - e) add the word “Solar” to the last sentence of the third paragraph of the Leader’s introduction “.....installing solar PV panels on our buildings.....”;
2. that delegated authority be given to the Chief Executive and Town Clerk to include final data and information and to finalise the presentation and formatting to the proposed Annual Report 2022 (Appendix 1); and
3. that subject to 1 and 2 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2022, attached as Appendix 1, be received and adopted

Reasons for Decision

1. *To ensure that the Council’s Achievements stood out when the report was published in the Braunstone Life; the Annual Report should be increased to four pages, including the poster “Strategic Aims and Delivery Objectives (2022/2023)” as page 4.*
2. *To enable the inclusion of the provisional year end accounts and ensure that the document would be finalised and presented for public consumption.*

3. *To report on the Town Council's achievements and to set out its priorities for the forthcoming year.*

109. Sports Pitch Allocations 2022/2023

The Committee received an update on sports pitch allocations for the 2022/2023 season (item 10 on the agenda).

RESOLVED that the request to replace the existing two pitches on Shakespeare Park with 3 smaller pitches be approved

Reason for Decision

To accommodate new, younger teams to play on the pitches at Shakespeare Park.

110. Open Spaces & Parks Winter Works Programme – Progress Report

The Committee received a progress report on the Winter Works Programme 2021/2022 (item 11 on the agenda).

RESOLVED

1. that the Deputy Chief Executive & Community Services Manager investigate whether the Gravel Path on the Village Green at Thorpe Astley had been topped up; and
2. that, subject to 1 above, the progress of the Winter Works Programme 2021/2022 be received and noted.

Reasons for Decision

1. *To investigate whether the item was outstanding and if so, ensure it would be completed.*
2. *To note the winter works tasks completed before the end of the winter works period.*

111. Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

The Committee reviewed the Council's Standing Orders, Financial Regulations, scheme of delegation and the Councillor Code of Conduct in order to recommend adoption at the Annual Council Meeting (item 12 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL

1. that the proposed amendments to the Council's Standing Orders, as set out in the report, be approved;
2. that that the proposed amendments to the Council's Financial Regulations, as set out in the report, be approved;

3. that the proposed amended Braunstone Town Council Councillor Code of Conduct, attached at Appendix 1 as highlighted, be approved, with the inclusion of the replacement Appendix A on Interests; and
4. that, as a result of 1 to 3 above, delegated authority be given to the Chief Executive & Town Clerk to renumber paragraphs and update cross-references accordingly.

Reasons for Decision

1. *To give clarity to intended meaning and to provide for better discussion and engagement with the business of the Council and its Committees.*
2. *To accommodate provisions identified by the internal audit and to update references to reflect current policy.*
3. *Leicestershire & Rutland Association of Local Councils and local Monitoring Officers had proposed a “local” model code and relevant changes, including the proposed Appendix on Interests, had been incorporated into the Town Council’s Councillor Code of Conduct to provide a consistent approach, particularly for those Councillors who served on other authorities.*
4. *To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.*

112. Draft Schedule of Meetings

The Committee received a draft schedule of meetings for 2022/2023 for recommendation to Full Council for adoption (item 13 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL that the proposed schedule of Council and Committee Meetings for 2022/2023 be approved.

Reason for Decision

To enable the Town Council to undertake its business and meet its statutory obligations.

113. Mossdale Meadows Culvert

The Committee received updated proposals to rebuild the Culvert at Mossdale Meadows in order to invite tenders for the works (item 14 on the agenda).

RESOLVED

1. that specifications for the improvement work to Mossdale Meadows brook, removal of the existing pedestrian bridge, replacement of pedestrian bridge once bank work had been completed and replacement of the existing vehicular bridge, attached at Appendix 1, be approved;
2. that the documentation to invite tenders for the proposed works attached at Appendix 3, be approved;

3. that delegated authority be given to the Chief Executive & Town Clerk to finalise the tender documentation, determine timescales and invite tenders;
4. that the local County Councillor be asked to investigate with the relevant County Council Department why it took two to three years to obtain a permanent footpath diversion; and
5. that a report be submitted in due course to the relevant Standing Committee summarising the impact of flooding on the Parish over the previous five years.

Reasons for Decision

1. *To implement construction work to reduce the level of flooding issues on Mossdale Meadows to protect the brook, banks and surrounding land.*
2. *To comply with financial regulations and relevant procurement legislation.*
3. *To enable minor modifications to be made if necessary and to provide flexibility.*
4. *Two to three years to obtain a permanent footpath diversion seemed excessive compared to the temporary division and as a result, the programme for the replacement of the Mossdale Meadows Culvert had been revised to include an addition new footbridge and therefore, would potentially be more expensive.*
5. *There were indications that flooding had increased in the area since Leicester City Council and Leicestershire County Council had carried out flood alleviation schemes further upstream.*

114. Community Governance Review – Proposed Braunstone Town Council Response

The Committee noted that the Community Governance Review of the Parish of Braunstone, undertaken by Blaby District Council, had concluded that no recommendations should be made with respect to the local governance arrangements for the Parish of Braunstone.

The Committee also noted that Blaby District Council had resolved to ask the Town Council to review the comments received during the consultation and determine whether the Town Council could take any additional actions to address these. However, to date, the comments had not been received by the Town Council and, therefore, it was not been possible to provide a report with recommendations to this meeting.

RESOLVED that the item be rescheduled to the meeting proposed for 8th September 2022.

Reason for Decision

To schedule a review of the comments received during the recent Community Governance consultation in order to determine whether the Town Council could take any additional actions to address these.

115. Blaby District Parish Councils Liaison Meeting

The Committee received feedback from a recent Blaby District Parish Council Liaison Meeting, including details of potential proposals for a Joint Charter between Blaby District Council and town and parish councils (item 16 on the agenda).

Councillor Robert Waterton reported as follows:

- a) this was the first of two meetings which would be held per annum for both Councillors and Officers from parish and town councils with Councillors and Officers from Blaby District Council;
- b) the Chief Executive of Leicestershire & Rutland Association of Local Councils, Jake Atkinson, provided an update on training;
- c) Blaby District Parish Councils' Strategic Director, John Richardson, floated the idea of developing a Joint Charter between the District Council and the local parish and town councils, similar to the one agreed in North West Leicestershire (copy enclosed with the agenda);
- d) the review of the Local Plan to 2038 had been delayed due to revision of the number of new houses which would need to be provided in the District; and
- e) each Parish had provided an update on their activities and Councillor Waterton had shared the Town Council's work on responding to Climate Change.

RESOLVED that the feedback be received and noted.

Reason for Decision

To keep up to date with the discussions and work of the Liaison Group and to provide an opportunity to raise any relevant issues.

116. End of Year Financial Position – Cashbook & Reserves

The Committee received a summary of the Council's Cash and Reserves at 31st March 2022 and considered a request from the Community Development Committee to reserve unspent grant funds (item 17 on the agenda).

RESOLVED

1. that the end of quarter financial position be noted; and
2. that the unspent sum of £3,650 in the 2021/2022 Community Grant Scheme budget be reserved in the 2022/2023 financial year and allocated equally between the Braunstone Athletic Football Club and the Shakespeare Park Bowls Club in order for the Council to purchase items for the Shakespeare Park pavilion in the interim period before the formal management committee commences.

Reasons for Decision

1. *There were no issues of concern with management of the Council's Finances.*
2. *To earmark funds in the accounts accordingly for use in the 2022/2023 financial year so that the Council could support local sports clubs at Shakespeare Park in the interim with the purchase of equipment for the Shakespeare Park Pavilion.*

117. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2021 to 31st March 2022 (item 18 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.

118. Approval of Accounts

The Committee considered payments from 16th February 2022 until 31st March 2022 (item 19 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 16th February 2022 until 31st March 2022 be approved.

Reason for Decision

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

119. Shakespeare Park – Proposed Management Committee and Pitch arrangements

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 – Legal Advice.*

The Committee considered draft license agreements for the Shakespeare Park sports pitches and progress with the legal agreements for the Management Committee to run the Sports Pavilion (item 20 on the agenda).

RESOLVED

1. that, subject to the inclusion of a provision relating to anti-hate, the draft Pitch Licence for the Bowling Green at Shakespeare Park, attached at Appendix 1 of the report, be approved;
2. that, subject to the inclusion of a provision relating to anti-hate, the draft Pitch Licence for the Football Pitches at Shakespeare Park, attached at Appendix 2 of the report, be approved;
3. that, in respect of recommendations 1 and 2 above, further legal and VAT advice be sought and consultation and engagement take place with both Braunstone Athletic Football Club and Shakespeare Park Bowls Club, including inviting them to form an informal Management Committee, to progress; and
4. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the members of the Shakespeare Park Improvement Project Sub-Committee:
 - a) to make modifications to the draft documents approved in 1 and 2 above following legal and VAT advice;
 - b) to make amendments to the draft documents approved in 1 and 2 above following consultation responses from Braunstone Athletic Football Club and Shakespeare Park Bowls Club; and
 - c) to establish and make appointments to the Informal Management Committee of the Shakespeare Park Sports Pavilion and determine its role and terms of reference.

Reasons for Decision

1. *To provide certainty of longer term tenure to the Shakespeare Park Bowls Club recognising its legal status as an association, in order to assist it with expanding sporting provision.*
2. *To provide certainty of longer term tenure to Braunstone Athletic Football Club recognising its legal status as an association, in order to assist it with expanding sporting provision.*
3. *To enable detailed legal work to be undertaken and to enable input from the Sports Clubs.*
4. *To enable detailed arrangements to be put in place to progress the proposals as well as manage the facility; and for practical and detailed modifications to be made to the draft legal documents where necessary.*

120. 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 Appendix 1 be supported;
2. that the Town Council's priority areas for improvements be:
 - a) the link between Mosssdale Meadows and Meridian Leisure, including the related infrastructure improvements to Mosssdale Meadows and Meridian Leisure site, and
 - b) improvements to the crossing points across the junctions along Meridian Way, including with Lubbesthorpe Way; and
3. 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 and to enable detailed technical plans to be developed.*
2. *To ensure that residents in Braunstone Town and Thorpe Astley could access local services, amenities and places of employment using sustainable transport options.*
3. *To note that the project was being progressed, with the next phases of the delivery plan set out.*

121. 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 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 progress and costs and funding of the project be received and noted;
2. that the indicative timescales for the project, as set out in the *Timescales* section of the report, be approved; and
3. that a Civic Centre Facilities Improvements Sub-Committee be established made up of Councillors Anthea Ambrose, Nick Brown and Robert Waterton (with substitutes permitted) in order to shortlist both the tenders received and the Changing Places quotes.

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.*
 - 3. Following delays to the timescales, to avoid further delays with shortlisting so that the Committee would be in a position to determine finance and appoint preferred contractors in June.*

122. Civic Centre Fire Door Replacement

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 quotes for the replacement of fire doors at Braunstone Civic Centre (item 23 on the agenda).

RESOLVED

1. that Supplier B be contracted to provide and replace the Fire exit doors; and
2. that Supplier A be approved in the event that Supplier B withdraws to avoid delaying the project.

Reasons for Decision

- 1. Supplier B had previously provided and installed steel doors in the Millfield Hall in 2018, which were installed to a high standard and no problems have been encountered with these doors.*
- 2. To provide an alternative supplier to ensure that the work could be carried out in a timely manner.*

123. Parks Fleets Vehicle Leases

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 considered and approved the arrangements for the renewal of the leases for the Parks fleet vehicles (item 24 on the agenda).

RESOLVED

1. that the current vehicle leases, due to expire in June and December 2022 be extended with the current lease contractor under option 2 on an informal basis until replacement vehicles become available;
2. that quotations be obtained for the lease of the new high specification pickup trucks available in 2023; and

3. that delegated authority be given to the Chief Executive Officer & Town Clerk to approve new leases for the replacement pick up trucks up to £20,000 each over three-year lease periods.

Reasons for Decision

1. *To provide continuity with the vehicles until the latest model of the vehicle was available for lease under option two offered by the current lease company which provided the best value and flexibility.*
2. *To ensure value for money and financial regulations were being met with the leasing of new vehicles.*
3. *To ensure that agreements could be put in place to ensure that vehicles would be available for parks staff to use but ensuring that shorter-term leases were considered to allow for the consideration of leasing carbon neutral vehicles when these become available.*

The meeting closed at 9.45pm.

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:

Dated: