

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 24th FEBRUARY 2022 AT 7.30PM

PRESENT: Councillor Amanda Hack (Vice-Chair in the Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Nick Brown (Chair), Sohan Johal, Leanne Lee, Sam Maxwell, Tracey Shepherd and Robert Waterton.

Councillor Satindra Sangha observed the meeting remotely through Zoom Video Conferencing.

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

There was one member of the public present at the meeting.

83. Apologies

No apologies for absence were received. However, Councillors Shabbir Aslam, Nick Brown, Sam Maxwell and Tracey Shepherd were delayed due to attendance at a District Council meeting; all were in attendance prior to the conclusion of item 5. The Vice-Chair opened the meeting and chaired for the duration of the meeting.

84. Disclosures of Interest

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

85. 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 was one member of the public at the meeting.

86. Minutes

The Minutes of the meeting held on 13th January 2022 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 13th January 2022 be approved and signed by the Chairperson as a correct record.

87. Carbon Audit

The Committee received a report setting out details of the Council's Carbon Footprint and recommended actions to reduce the Carbon Footprint in order to become Carbon Neutral by 2030 (item 5 on the agenda).

Ben Dodd, who had undertaken the audit of the Council's Carbon Footprint and provided a report on recommended actions, was in attendance via Zoom Video Conferencing and assisted the Committee in its deliberations.

RESOLVED

1. that the Carbon Audit of Braunstone Town Council's activities, attached at Appendix 1 of the report, be received, accepted and published;
2. that the 11 recommended actions, set out in Section 2, Summary of Findings, of the Carbon Audit, attached at Appendix 1 of the report, be received and form the basis upon which the Climate Change and Environmental Strategy Action Plan should be developed; and
3. that it be noted that the installation of PV Panels was a priority and in support of the recommended actions preparatory work be undertaken, where permitted under delegated authority, alongside the development of the Climate Change and Environmental Strategy Action Plan.

Reasons for Decision

1. *To enable Councillors, staff, residents, partners and stakeholders to be aware of the Town Council's carbon footprint along with the recommended actions to reduce that carbon footprint.*
2. *To consider the deliverability of each of the recommendations in the Carbon Audit and their impact, along with available resources, in order to determine which actions should be a priority.*
3. *To avoid delays with delivering the recommended actions ensuring that technical information could be gathered, the business case developed, and funding sources identified.*

88. Draft Environment and Biodiversity Strategy

The Committee received a proposed Environment and Biodiversity Strategy for the Council's Parks and Open Spaces for consideration and consultation (item 6 on the agenda).

RESOLVED

1. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to make modifications to the draft Environment and Biodiversity Strategy, attached at Appendix 1 of the report, in order to accommodate comments and changes required by the Committee; and
2. that, subject to 1 above, the draft Environment and Biodiversity Strategy be approved for consultation, as set out in the *Consultation* section of the

report, with the post-consultation version being submitted to Policy & Resources Committee, scheduled for 28th April 2022, for consideration and adoption.

Reasons for Decision

1. *To enable general comments and observations to be accommodated into the draft Strategy accordingly.*
2. *To ensure that the Strategy would be fit for purpose, would meet the needs and aspirations of residents, and would be deliverable.*

89. 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 and Playground Improvements*, as set out in the relevant section of the report, be noted; and
2. 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. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

90. Report of the Member Working Group: Review of Community Centres Hire Arrangements

The Committee received recommendations from the Member Working Group reviewing Community Centres Hire Arrangements (item 8 on the agenda).

RESOLVED

1. that the proposed pricing scheme based on the Commercial Price, attached at Appendix 1, be approved with:
 - i. a 10% discount for Braunstone Town Residents (regardless of use),
 - ii. 20% discount for Community Group use (regardless of use), and
 - iii. free use of Category C to F rooms continuing to be available weekdays between 9am and 5pm;

2. that two pricing periods be applied (as shown at Appendix 1):
 - i. weekdays, and
 - ii. weekends & bank holidays;
3. that the kitchen booking arrangements of either combined room & kitchen for length of booking or room only be approved;
4. that the addition of a combined Thorpe Astley Large Meeting Room and Activity Room at Category C be approved;
5. that the Regular Hirers Scheme be approved with the amendment set out in the report and at Appendix 3 to enable a minimum booking period of 1 hour during the weekday period (excluding Bank Holidays);
6. that the Wedding/Party package discount be applied to any booking on a Saturday, Sunday or Bank Holiday;
7. that discounted room bookings and free kitchen use for residents' children's parties continue;
8. that the *Use of Multiple Rooms* discount scheme, set out in the report, be adopted; with a focus on marketing to promote examples of how it worked and would cost; for example, booking of the whole of Thorpe Astley Community Centre for 12 hours on a Saturday;
9. that the proposed Thorpe Astley Community Centre "taster discount scheme", as set out in the report, be adopted between 1st March and 31st October 2022; and
10. that the above be implemented for all new hires from Tuesday 1st March 2022.

Reasons for Decision

1. *To provide a simpler pricing scheme based on a Standard Price, with discounts applied to Braunstone Town residents and Community Groups regardless of activity; such a system would be simpler and less bureaucratic.*
2. *To provide a simpler pricing structure with two pricing periods; this aligned Friday evenings with weekdays rather than the weekend given Friday evenings tended to be quiet for bookings and the proposed alignment with weekday rates may attract additional hires.*
3. *To ensure that hirers could not book the kitchen for one hour while the room was booked for a longer period; effectively putting the kitchen facility out of use.*
4. *To enable the Thorpe Astley large meeting room and Activity room to be booked as a single facility at Category C, the same rate for the Ravenhurst Room which was a similar sized facility, in order to encourage Community Groups who wish to book a larger space at Thorpe Astley Community Centre.*
5. *To strike a balance between reducing the minimum booking period to one hour and having a one-off booking blocking a facility; ensuring that a facility can only be booked for a short period at what could be an inconvenient time when the hirer is regular and by extension providing a regular income and service/activity for the community.*
6. *To encourage functions of all types and provide discount schemes which would be simpler and less bureaucratic.*
7. *To continue to offer concessions to residents for children's parties.*

8. *To offer a venue package for larger functions, such as weddings, training and conferences.*
9. *To introduce specific measures to support new bookings, which provide for new activities to the community at Thorpe Astley Community Centre.*
10. *To set a specific date for timely implementation, allowing time for systems and publicity to be updated, while avoiding undue delay.*

91. Pitch Allocations 2022/2023

The Committee considered pitch capacity and set the fees and process for allocations for the 2022/2023 season (item 9 on the agenda).

RESOLVED

1. that pitch type and capacity be approved, as set out in Table 1 of the Pitch Capacity section of the report;
2. that the pitch fees be confirmed and the availability of pitches be advertised, as set out at Appendix 2, with a closing date for applications on Monday 11th April 2022; and
3. that delegated authority be given to the Chief Executive & Town Clerk to make bespoke arrangements in respect of Bowls and Football pitches at Shakespeare Park, within the framework as set out in the relevant section in the report.

Reasons for Decision

1. *To ensure a balance between quality of playing surface, the needs of local clubs for provision and the needs of parks users.*
2. *To allow suitable time for applications while acknowledging clubs need the certainty by April of a home playing ground in order to participate in the league.*
3. *To make interim arrangements with Shakespeare Park Bowls Club and Braunstone Athletic Football Club in respect of the 2022/2023 while arrangements were finalised for a longer term 10 year agreement alongside the establishment of the Management Committee for the new Sports Pavilion.*

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

The Committee received a progress report on the Winter Works Programme 2021/2022 (item 10 on the agenda).

RESOLVED

1. that the progress of the Winter Works Programme 2021/2022 be received and noted; and
2. that a further report on delivery of the Winter Works Programme for 2021/2022 be submitted to the next meeting, scheduled for 28th April 2022.

Reasons for Decision

1. *To ensure that the winter works tasks were on schedule to be completed before the end of the winter works period.*
2. *To ensure that the programme would be completed and delivered.*

93. Policy Reviews: Health & Safety Policy and Data Protection Policy

Following approval of a schedule of Policy Reviews, the Committee determined whether the Health & Safety Policy and Data Protection Policy needed reviewing prior to 2023 (item 11 on the agenda).

RESOLVED

1. that the Health & Safety Policy be scheduled for review in February and March 2023; with an updated version submitted to Policy & Resources Committee for approval by April 2023; and
2. that the Data Protection Policy be scheduled for review in April and May 2023; with an updated version submitted to Policy & Resources Committee for approval by June 2023.

Reasons for Decision

1. *The Health & Safety Policy was considered fit for purpose and there were no issues with its implementation.*
2. *The Data Protection Policy was considered fit for purpose and there were no issues with its implementation.*

94. Community Governance Review – Proposed Braunstone Town Council Response

The Committee received the Town Council's proposed formal response to the consultation on the Community Governance Review of Braunstone Parish for consideration and submission (item 12 on the agenda).

RESOLVED that Braunstone Town Council's proposed formal response to the consultation on the Community Governance Review of Braunstone Parish, attached at Appendix 4 of the report, be approved and submitted to Blaby District Council; subject to:

- a) being updated as set out in the supplementary report,
- b) reference to "transfer of Thorpe Astley Park and proposed new Meridian Park to the Council's ownership and management (in the case of Meridian Park the District Planning decision did not provide for any commuted sums),
- c) the first paragraph of the Conclusions section being amended to read *"In the absence of any significant support from electors across Braunstone Town, including Thorpe Astley, and no significant population or other changes locally, this review was generated out of nowhere by Blaby District Council, who put the decision straight to its*

Full Assembly without detailed examination, detailed officer advice or scrutiny”.

Reason for Decision

To ensure that the facts and impact resulting from any proposed split to the Parish of Braunstone and associated changes were clearly set out to Blaby District Council.

95. Electoral review of Blaby District Council: Consultation on draft recommendations

The Committee considered whether the Council should respond to the Local Government Boundary Commission for England's consultation on draft recommendations for Blaby District Council's new ward arrangements, including Town Council new ward arrangements (item 13 on the agenda).

RESOLVED that the following response be submitted as the Town Council's response to the Local Government Boundary Commission consultation on draft recommendations for Blaby District Council's new ward arrangements, including Town Council new ward arrangements:

- (a) the proposed ward boundaries and number of Councillors in the Parish of Braunstone for both District and Town Councils was acceptable;
- (b) the proposed Parish Ward "Ravenhurst and Fosse" should be named "Ravenhurst" only;
- (c) the proposed Parish Ward "Winstanley" should be named "St Marys"; and
- (d) the proposed District Ward "Meridian Thorpe Astley" should be named "Thorpe Astley and St Marys".

Reasons for Decision

- (a) *The proposal ensured that residents of Braunstone Town were appropriately represented at both District and Parish level.*
- (b) *The proposed "Ravenhurst & Fosse" Parish Ward was coterminous with the proposed "Braunstone Ravenhurst" District Ward; a slight variation in the names could cause unnecessary confusion for residents, especially since the proposals split the Fosse area between Ravenhurst and Millfield.*
- (c) *While there were historic links with the name Winstanley, the proposed Parish Ward no longer included Winstanley School and this could cause confusion among residents; the residential area of this proposed Ward centred around St Mary's Road where local amenities and a community centre, known locally as St Marys, were located; therefore, the name would be widely recognised by the population.*
- (d) *There was no historical or geographical connection to the name "Meridian"; the name was a marketing name for a business and leisure development (the leisure part of which was outside the proposed Ward) and there were no electors in Meridian Business Park, therefore having "Meridian" in the ward name served no purpose for elections. The part of the proposed ward outside Thorpe Astley centred around local amenities*

and a community centre off St Mary's Road, therefore the name would be widely recognised by residents in both the Braunstone and Leicester Forest East parts of this ward.

96. Blaby District Parish Councils Group

The Committee received an update from Councillor Robert Waterton on the status of the Blaby District Parish Councils' Group, which had been suspended pending reviewing whether they would be necessary since Blaby District Council and the Leicestershire & Rutland Association of Local Councils were trialling new arrangements. The proposed new arrangements consisted of two liaison events per year for both Clerks and a Councillor from each parish and two further meetings per year for Clerks only.

RESOLVED that Councillor Robert Waterton be appointed as Braunstone Town Council's Councillor representative to the Blaby District Council bi-annual Parish Liaison Event.

Reason for Decision

To appoint a Councillor to establish a link between Blaby District Council, other local parishes and the Town Council.

97. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2021 to 31st January 2022 (item 15 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.

98. Approval of Accounts

The Committee considered payments from 1st January 2022 until 15th February 2022 (item 16 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 1st January 2022 until 15th February 2022 be approved.

Reason for Decision

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

99. 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 legal agreements for the Management Committee to run the Shakespeare Park Sports Pavilion and considered arrangements for long term pitch licences for both the Bowling Green and Football Pitches (item 17 on the agenda).

RESOLVED

1. that the draft Charity Constitution for the Shakespeare Park Sports Pavilion Management Committee, attached at Appendix 1 of the report, be approved;
2. that the draft Lease agreement between the Council and the Shakespeare Park Sports Pavilion Management Committee, 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;
4. that Pitch Licences for the Bowling Green and Football Pitches at Shakespeare Park be drafted for consideration at the next scheduled meeting of the Policy & Resources Committee on 28th April 2022;
5. that the Next Steps and Timescales, as set out in the report, be endorsed; and
6. 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 ensure that the long term management arrangements of the Pavilion would be sustainable and maximise revenue opportunities.*
2. *To ensure that the responsibilities of the Management Committee were clearly set out and that there would be certainty of longer term tenure in order to expand sporting and community provision and maximise revenue*

- opportunities.*
3. *To enable detailed legal work to be undertaken and to enable input from the Sports Clubs.*
 4. *To ensure that the Sports Clubs had the certainty of longer term tenure, recognising their legal status as associations, in order to assist them with expanding sporting provision.*
 5. *To set an outline plan of the stages in order to focus on delivering the proposals.*
 6. *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.*

The meeting closed at 10.15pm.

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.

These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 28th April 2022.