

Meeting	COALVILLE SPECIAL EXPENSES WORKING PARTY
Time/Day/Date	4.30 pm on Monday, 20 October 2014
Location	Board Room, Council Offices, Coalville
Officer to contact	Democratic Services (01530 454512)

All persons present are reminded that the meeting may be recorded and by attending this meeting you are giving your consent to being filmed and your image being used. You are kindly requested to make it known to the Chairman if you intend to film or record this meeting.

The Monitoring Officer would like to remind members that when they are considering whether the following items are exempt information under the relevant paragraph under part 1 of Schedule 12A of the Local Government Act 1972 they must have regard to the public interest test. This means that members must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available to the public.

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATIONS OF INTEREST	
Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest and whether it is pecuniary or non-pecuniary.	
3. MINUTES OF THE PREVIOUS MEETING	
To confirm the minutes of the meeting held on 15 July 2014.	3 - 10
4. CAPITAL PROJECTS UPDATE	
Report of the Leisure Services Team Manager	11 - 14
5. 2014/15 EVENTS UPDATE	
Report of the Cultural Services Team Manager	15 - 18
6. PERIOD 5 ACTUAL AND 14/15 FORECAST OUT TURN	



7. DATES OF FUTURE MEETINGS

Tuesday, 16 December 2014

Tuesday, 21 April 2015

Circulation:

Councillor N Clarke
Councillor R Adams
Councillor P Clayfield
Councillor D Everitt
Councillor J Geary (Deputy Chairman)
Councillor R Johnson (Chairman)
Councillor J Legrys
Councillor M Specht
Councillor L Spence
Councillor M B Wyatt

MINUTES of a meeting of the COALVILLE SPECIAL EXPENSES WORKING PARTY held in the Board Room, Council Offices, Coalville on TUESDAY, 15 JULY 2014

Present: Councillors R Adams, N Clarke, J Geary, R Johnson, J Legrys, M Specht and L Spence

Officers: Mr L Brewster, Mr J Knight and Mr G Lewis

1. APPOINTMENT OF CHAIRMAN FOR ENSUING YEAR

It was moved by Councillor N Clarke, seconded by Councillor J Geary and

RESOLVED THAT:

Councillor R Johnson be elected Chairman of the Working Party for the ensuing municipal year.

Councillor R Johnson then took the chair.

2. APPOINTMENT OF DEPUTY CHAIRMAN FOR ENSUING YEAR

It was moved by Councillor J Legrys, seconded by Councillor R Adams and

RESOLVED THAT:

Councillor J Geary be elected Deputy Chairman of the Working Party for the ensuing municipal year.

3. APOLOGIES FOR ABSENCE

Apologies were received from Councillors P Clayfield, D Everitt and M B Wyatt.

4. DECLARATIONS OF INTEREST

Councillors J Geary, R Johnson, J Legrys and L Spence declared a disclosable non pecuniary interest in Item 6 – Capital Projects Update as regular supporters of Coalville Town FC.

Councillor J Legrys also declared a disclosable non pecuniary interest in Item 7 – 2014/15 Events Update due to his involvement with Hermitage FM.

5. MINUTES OF THE PREVIOUS MEETING

Consideration was given to the minutes of the meeting held on 15 April 2014.

The Leisure Services Team Manager confirmed that the Whitwick Pit Disaster Memorial had now been successfully restored.

Councillor J Legrys thanked officers for their work in ensuring that the memorial was restored. He commented that it was a shame that the memorial was being used as a smoking area by some in the community.

Councillor N Clarke enquired whether the brass plaque had been replaced. The Leisure Services Team Manager confirmed that it had not been replaced but had been polished and cleaned.

Chairman's initials

Councillor J Geary expressed his disappointment that a visit to Broomleys Allotments had not been arranged, as had been agreed at the last meeting. The Leisure Services Team Manager confirmed that contact had been made with Tim Sporne from the society and a visit would be arranged in due course.

The Leisure Services Team Manager confirmed that Cabinet had agreed to provide free car parking in Coalville Town Centre for five weekends between 22 November and 20 December.

It was moved by Councillor M Specht, seconded by Councillor J Legrys and

RESOLVED THAT:

the minutes of the meeting held on 15 April 2014 be approved.

6. CAPITAL PROJECTS UPDATE

The Leisure Services Team Manager presented the report to Members.

He provided the Working Party with an update on each of the ongoing projects.

Coalville Park Improvements

Minor improvements had been made to enhance the offer to toddlers through the addition of talking flowers that allow two-way communication. These had now been ordered and it was anticipated that delivery would be taken in mid-August and installation would follow in early September.

It was confirmed that Cabinet had agreed with the recommendation not to change the name of Coalville Park. However, it had been requested that the suggestion to install a peace garden in the park be considered further. The Leisure Services Team Manager confirmed that a potential site within the park had been identified and that plans would now be formulated once a budget for the project had been agreed.

Councillor J Legrys suggested that the Working Party visit the proposed site in order to confirm its suitability for the garden. The Leisure Services Team Manager confirmed that he would arrange such a visit.

Councillor J Legrys enquired whether the project would be completed in time for the annual Remembrance Day commemorations in November. The Leisure Services Team Manager confirmed that this would be the aim.

Owen Street Recreation Ground

It was stated that the electricity upgrade works had been completed. However, it had been ascertained that the £60,000 quote to upgrade the fittings on the floodlight columns would not increase the lux levels to the necessary standard. Consequently, another contractor had been approached with a view to developing proposals that will raise the lux levels to a standard that would be sufficient to cope with a further two promotions. It was anticipated that the new proposals, as well as their cost, would be finalised by the end of August.

The proposed long term lease had now been considered by the football club and had now been returned to Legal Services to finalise. It was stated that, as a short term measure, a one year lease had been agreed and signed in order to satisfy league requirements for the upcoming season.

Chairman's initials

Once the long term lease had been finalised, the club would be able to apply to the Football Stadia Improvement Fund (FSIF) for match funding for the new changing rooms. It was confirmed that the designs had already been approved by the FSIF, as well as by Building Control and the Asset Management Group at the District Council.

It was stated that the football club had commenced the procurement process for the pavilion and that specifications of work had been sent to three building contractors as had been requested by both the FSIF and the Working Party. Each contractor would quote against the existing planning drawings, including all materials and finishes. A JCT (Joint Contract Tribunal) Design and Build contract would then be issued to the successful bidder in order to ensure that the contractor completed the project within the cost they had quoted.

Councillor N Clarke placed on record his thanks to the Leisure Services Team Manager for having regularly updated members of the Working Party with progress on the project.

Councillor J Legrys enquired as to how the planning application for the project was advancing. The Leisure Services Team Manager responded that the application was currently following due process and that indications were that the application would be called in.

Thringstone Miners Social Centre

It was stated that provisional costs and plans had been obtained for the development of an enclosed grass training pitch. The County Council had advised that the proposed footpath extinguishment would not be viable and had instead suggested a footpath diversion. Consequently, costs were currently being sought for a new footpath that would run across the edge of the land that formerly housed Clover Place play area.

Councillor L Spence stated that he was concerned that the social centre appeared to have isolated themselves within the community. He stated that he had been informed by residents who neighbour the site that there had been little consultation on the project. He enquired whether the District Council could encourage the social centre to liaise more closely with the community. The Leisure Services Team Manager confirmed that he would provide feedback to the social centre accordingly.

Cropston Drive BMX Track and Wheeled Sports Facility

It was confirmed that the BMX track had now been completed. Designs and costs for the wheeled sports facility had been received from two contractors. Unfortunately, a third contractor had not responded. Further consultation had now been undertaken with Greenhill Youth Club and Greenhill Community Shop and the opinions of local children had also been sought. It was stated that a final decision on which design would be implemented would be taken once further stakeholders had responded to the consultation.

Councillor N Clarke suggested that a deadline on responses be set in order to prevent the project being delayed any further. The Leisure Services Team Manager confirmed that he would look into this further.

Broomleys Allotments

It was confirmed that the project had been completed and that feedback had continued to be extremely positive.

Chairman's initials

Councillor J Legrys enquired how many plots had been taken at the allotment. The Leisure Services Team Manager stated that he would look into this and report back accordingly.

Councillor R Johnson asked how many beehives had been installed at the site. The Leisure Services Team Manager stated that he would contact the society in order to establish the figure before informing Members.

Urban Forest Park

It was stated that it had been established that it would be possible to undertake surface water sampling at the site if desired. However, such an approach would only act as a broad screen looking for contaminants that are appropriate to a landfill site, and would not cover every eventuality. It was confirmed that the cost of undertaking such testing would be in excess of £1,000 and that the final cost would be dependent upon the number of samples required.

The Leisure Services Team Manager confirmed that no issues had arisen from the biannual gas monitoring that occurred at the site and stated that Members needed to decide whether further testing was desired.

Councillor J Geary stated the Council found itself in an awkward position in that the possibility of water contamination had now been established. As such, he argued that the Council had a duty of care to test further in order to prevent any liability in the future. He stated that he favoured spending the £1,000 on further testing on this basis.

Councillor J Legrys thanked officers for having taken their concerns seriously. He agreed that the Council needed to take further action. He suggested that the Council's Health and Safety Officer undertake a proper risk assessment on the footpath and drainage proposals. He stated that he agreed with the idea of testing the surface water and indicated that he thought that this was the minimum that should be done.

Melrose Road Play Area

It was confirmed that the additional safety surfacing had now been fully installed and, as such, the project had now been completed.

Scotlands Changing Pavilion

The £10,000 that had been earmarked for maintenance work on the roof and boilers had now been spent and the work had been completed accordingly. All of the boilers had now been replaced and the roof had been fully refurbished. It was confirmed that, consequently, all balances had now been spent.

Councillor J Legrys proposed that the item remain on the agenda at future meetings of the Working Party due to the possibility of the play equipment at Lillehammer Drive being relocated to the site.

RECOMMENDED THAT:

- a) surface water testing be conducted at the Urban Forest Park.
- b) internal resources be utilised in order to conduct a risk assessment on the footpath and drainage proposals at the Urban Forest Park.

Chairman's initials

7. 2014/15 EVENTS UPDATE

The Cultural Services Team Manager presented the report to Members.

He provided Members with an update on each event.

St George's Day Flags

It was confirmed that the usual number of St George's Day flags were not erected this year. However, flags were displayed at each side of the Clock Tower, at Market Hall and at the Council Offices.

Picnic in the Park

It was estimated that more than 5,000 people attended this year's event. The event enjoyed an exciting mix of live music, family activities, fairground rides, street entertainers and stalls. The event saw an appearance from European BMX champion Keelan Phillips, as part of the County Council's Big Bike Ride scheme.

The event had received very positive feedback from various stakeholders including the Rotary Club of Coalville, the Friends of Thringstone and the Sir John Moore Foundation. The main theme of the feedback was community engagement and having fun.

The Cultural Services Team Manager paid tribute to the hard work of both Angela Bexton and Julia Harley in ensuring that the event was organised successfully.

Councillor L Spence thanked the Cultural Services Team for their hard work in organising the event. He stated that he feared the event would become undeliverable if its budget was cut any further in future years. He stressed that this year's budget should be seen as the minimum going forward.

Councillor J Legrys echoed the comments regarding the hard work of officers in arranging the event. He stated that it was important to explore external sponsorship opportunities for next year's event as this would ensure that the baseline budget was maintained in the future. He stressed that it was important to ensure that the event moves forward next year and does not become stale. He stated that he was unsure whether it would be wise to schedule the event on the same weekend as the Motorfest next year. He cited the fact that Hermitage FM had been involved in both events and had struggled with the logistics of doing so.

Councillor N Clarke agreed that the event had been a success. He stated that officers had been visible at the event and that he thought this would help with the Council's perception in the community.

Councillor R Johnson stated that the amount of litter at the event had dropped significantly from last year. He went on to say that it was good to see the public being more responsible in this respect.

Coalville by the Sea

Following its success last year, a similar event would be organised for families this year. The event would include games, arts and crafts, puppet shows, music and sandpits and would take place on 8 August in Needhams Walk.

Chairman's initials

Christmas Events

It had been agreed to combine the Council's Christmas event with the Coalville Town Team's Food and Drink Festival. Both events would be held on 22 November. It was reiterated that Cabinet had agreed that free car parking would be available on each Saturday between 22 November and 20 December.

RESOLVED THAT:

the progress on 2014/15 events be noted.

8. FINAL OUTTURN FIGURES 13/14 AND 14/15 FINANCE UPDATE

The Leisure Services Team Manager presented the report to Members.

It was stated that the outturn figures showed an underspend with a contribution to balances of around £29,000. This was predominantly due to an increase in burial and monument income, a reduction in staffing costs at parks and recreation grounds and reduced service recharges.

It was explained that there was a balance of £81,000 and that it was prudent to retain 5-10% of balances as a reserve. Consequently, it was confirmed that there was around £40,000 to allocate to projects if Members desired.

It was stated that Cabinet had put forward two proposals at its meeting on 24 June. It had been suggested that an allocation of approximately £10,000 be taken from balances to continue with Coalville's Christmas lights improvement programme. Specifically, the money would fund an exterior Christmas lighting scheme which would become a key part of the annual lights switch on event at the Market Hall. Around £1,000 of the money would also be used to repair and refurbish existing lighting where needed.

Similarly, Cabinet had agreed with the proposal to construct a peace garden, in conjunction with Armed Forces Veterans, within Coalville Park. A potential location had been identified and a budget of between £5,000 and £10,000 had been suggested.

Councillor J Geary asked what the maintenance costs for the peace garden would be. The Leisure Services Team Manager stated that this would be dependent on the plans.

Councillor J Legrys stated that he had serious doubts regarding the proposal to spend the reserves on Christmas lighting. He stated that he would prefer the money to be allocated to projects that would be used throughout the year. He suggested that investing in modern signage for the Market Hall would be more beneficial to the Town Centre.

Councillor J Geary stated that the emphasis over the last few years had been on cuts. Consequently, the £10,000 would be better spent on increasing footfall in the town throughout the year. He argued that the current signage did not give a good impression and suggested that modern, neon style signage should be installed. He stated this would be a far more prudent investment and would provide best value for money in tough fiscal times.

Councillor L Spence stated that the Working Party had invested in Christmas lighting in previous years. He stated that he was strongly of the opinion that reserves should be spent on improving footfall within the Town Centre. He stated that the Working Party should be doing all it can to drive economic regeneration throughout the year.

Chairman's initials

The Leisure Services Team Manager stated that approximately £1,000 of the money had been earmarked to refurbish existing lighting. The consensus of Members was to agree to fund this aspect of the programme.

The Leisure Services Team Manager explained that Parish Councils were being approached to see if they would favour taking over some of the grounds maintenance functions from the County Council. As such, the District Council had been approached regarding the unparished area covered by the Working Party. He stated that the priority areas currently identified as requiring attention were the area around the Phoenix Green Footbridge, as well as the approaches to the town on Bardon Road and Ashby Road.

Councillor J Geary stated that the County Council were taking this approach solely so that they could save money. He argued that the County Council had not fulfilled their duties in this respect and stated that the lack of upkeep on the Ashby Road corridor was a disgrace.

Councillor L Spence stated that the County Council would only fund the basic costs of doing the work. He stated that he believed the Working Party would have to supplement the funding for the work in order to complete it to a good standard.

Councillor N Clarke reminded Members of the Community Right to Bid. He enquired whether it would be possible for the Working Party to bid to take over the grass cutting function from the County Council.

Councillor M Specht stated that a meeting of Parish Councils had been arranged for 6 August to discuss this issue. He suggested that it should be ascertained whether Members of the Working Party could attend this meeting.

The consensus of Members was to attend the meeting on 6 August before discussing whether taking over grounds maintenance functions would be favoured.

It was moved by Councillor J Geary, seconded by Councillor J Legrys and

RECOMMENDED THAT:

- a) new neon style signage for the Market Hall be funded from the reserves.
- b) laser style lighting be hired as a one-off for the Christmas switch on event.
- c) officers work on further proposals that would drive footfall through the market.

9. DATES OF FUTURE MEETINGS

Members noted the dates of the future meetings.

The next meeting will be on Tuesday, 14 October 2014 6.30pm in the Board Room.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.44 pm

Chairman's initials

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**COALVILLE SPECIAL EXPENSES WORKING PARTY – 20 OCTOBER 2014**

Title of report	CAPITAL PROJECTS UPDATE
Contacts	<p>Head of Community Services 01530 454832 john.richardson@nwleicestershire.gov.uk</p> <p>Leisure Services Team Manager 01530 454602 jason.knight@nwleicestershire.gov.uk</p>
Purpose of report	To update members with regards to planned Capital Projects within the Coalville Special Expense Area
Recommendations	<p>THAT THE WORKING PARTY</p> <p>1) NOTES THE PROGRESS ON 2014/15 CAPITAL PROJECTS AND COMMENTS ON OFFICER RECOMMENDATIONS</p> <p>2) COMMENTS ON THE DRAFT CAPITAL/REVENUE PROJECTS/WORKS FOR 2015/16</p>

1.0 2014/15 CAPITAL PROJECTS UPDATE**1.1 Coalville Park Improvements**

The final improvements to the toddler area will be completed in mid October with the installation of the 2-way communicating and talking flowers.

At the Cabinet meeting of 23 September Cabinet supported the recommendation to develop an area of Reflection/Peace Garden in Coalville Park along with an allocation from balances to fund it. Officers have identified an area of the Park which may be suitable and have developed initial designs. These are in the process of being consulted on with ward members, The Royal British Legion and other stakeholders. Part of this consultation will involve a site visit for Members of the Working Party to see the proposed area. The initial designs will be made available at the meeting for comment. Once the design has been agreed by all stakeholders work will commence within the allocated budget of £7,000.

1.2 Owen Street Recreation Ground**1.2.1 Electricity Upgrade – Total Project Cost £25,000, Balance £779**

Edmondsons Electrical and an installation contractor have been engaged with a view to developing proposals that will future proof the lux levels for at least 2 promotions. Despite them visiting the site in August, officers are still awaiting proposals and costs.

1.2.2 Changing Room Development – £115,379 (£30,379 S106, £85,000 CSE)

The long term lease has been agreed between NWLDC and Coalville Town Football Club (CTFC). The club are in the process of setting themselves up as a limited company and once that process has been completed the lease will be signed.

Once signed, the long term lease will allow the club to apply to the Football Stadia Improvement Fund (FSIF) for match funding for a new changing room pavilion. The application process has commenced with support from NWLDC officers. The club have developed an initial design which has built into it an element of future proofing. This includes an additional turnstile, external toilets, an external catering outlet, and the flexibility to segregate home and away fans. This design has been approved by the FSIF, NWLDC Building Control and NWLDC's Asset Management Group.

The football club have commenced the procurement process for the new pavilion. In line with the requirements of the FSIF and as requested by the Coalville Special Expenses Working Party, specifications of work were sent out to 3 building contractors and they quoted against the existing planning drawings, including all materials and finishes. Consequently, a preferred contractor has now been identified. The form of contract will be a JCT (Joint Contract Tribunal) Design and Build contract which places emphasis on the contractor to complete the detail of the design within the cost they have quoted, therefore reducing the risk of additional costs being incurred during the project.

£115,000 is committed to the project from NWLDC and the additional amount required to make up 50% of the cost will be funded by the football club. A financial agreement is currently being developed by Legal Services that will clearly set out NWLDC's expectations and requirements to CTFC, as well as financially protecting the Council as far as is reasonable practicable.

The long-term lease will mean that the current Management Committee for the pavilion will be disbanded as the club will automatically take full responsibility for the asset. However, the club can then put in place any governance structure it feels appropriate for the future management of the whole site. They have advised that they would like to maintain the relationship they have with NWLDC and would therefore like to continue to have Member representation as part of their management structure. Officers have requested that CTFC formally request this in writing so that the meetings can be added to the Council's list of meetings that require Member representation and Members can appropriately be allocated to this body on an annual basis.

1.3 **Thringstone Miners Social Centre – £4,913**

The costs of converting the former Clover Place play area into a training pitch are estimated at approximately £45-50,000 dependent upon the exact size of the pitch.

This is broken down into the following:-

- | | |
|--|------------|
| • Planning permission and footpath diversion | £6,000 |
| • Fencing | £9,000 |
| • Surface works and seeding | £30-35,000 |

It is unlikely that any external funding could be sourced towards the project without the relevant planning permissions in place to be able to deliver it. Consequently it is suggested that the project be considered as 3 phases:-

- Phase 1 - Obtain planning permission and divert the footpath
- Phase 2 - Erect fencing to secure the area
- Phase 3 - Undertake surface works

Officers recommend using the outstanding £4,913 allocated to the project to deliver as much of phase 1 as possible. This would then allow officers to continue working with the club to try and secure further funding to deliver phase 2 and ultimately phase 3.

1.4 **Cropston Drive BMX Track and Wheeled Sports Facility – £42,694 (£25,194 S106, £7,500 CSE, £10,000 515), Balance £10,033**

The BMX track has now been completed and feedback has been extremely positive. The wheeled sports facility has been installed and requires aesthetic works and grass seeding before it can be considered completed.

It is apparent that usage of the facility has increased significantly and that the area is now considered a locality play hub. Consequently, Officers recommend further investment in this area to improve the aesthetics and increase usage further. Areas for consideration would include improved fencing at the entrance and by the football pitches, one-off grounds maintenance work to include re-seeding, shrub removal, hedge height reduction, additional tree planting, resurfacing of the hardstanding area, and removal of part of the hedge line to make the area more visible from Cropston Drive.

1.5 **Urban Forest Park, Coalville**
Footway and Drainage Improvements – £38,791 S106

Footpath and drainage improvement proposals have been designed and are available for Members to view and comment on at the meeting. If the proposals are supported, the gas monitoring contractors will then be engaged to highlight if they believe the proposed works will have any detrimental impact on gas emissions.

Unfortunately, due to the exceptionally dry weather throughout August and September, it has not yet been possible for the water sampling to be undertaken on site. Once this has been completed, a risk assessment will be undertaken by the Leisure Services Team Manager, supported by the Council's Health and Safety Officer, considering all the afore mentioned points to determine the risks and hazards associated with undertaking the works. The outcome of the risk assessment will be relayed to Members for consideration prior to any work commencing.

1.6 **Scotlands Playing Fields**

It was requested at the last meeting of the Working Party that Members be kept abreast of potential proposals to relocate the Multi Use Games Area (MUGA) currently at Lillehammer Drive to Scotlands Playing Fields. A potential location has been identified and local residents have been consulted on the recommendation. Comments received during the consultation were generally supportive of the proposal, and 2 of the 5 respondents were also supportive of further development on the site in order to generate increased usage within the area.

Officers recommend that designs and quotes are secured for additional play equipment at Scotlands Playing Fields with a view to creating a new play hub. In line with the consultation responses Officers also recommend security improvements are made to the bowls club and entrance area given the increased usage that is anticipated.

2.0 DRAFT 2015/16 CAPITAL/REVENUE PROJECTS

2.1 **Scotlands Playing Fields**

Improvements to security and the addition of play equipment as highlighted at 1.6.

2.2 **Cropston Drive**

Site infrastructure improvements as highlighted at 1.4

2.3 **Shrubbery Works**

The issue of shrub maintenance at Phoenix Green and on Bardon and Ashby Road, areas currently maintained by Leicestershire County Council (LCC) was discussed at the last meeting of the Working Party. LCC have confirmed that they would have no objection to NWLDC maintaining the areas identified on an on-going basis following an initial one off improvement. Officers recommend the one-off improvements to bring the areas back to a good standard, and that future on-going maintenance is considered as part of the 2015/16 budget process.

The initial works to get the areas back to a good standard would cost £2,114 and there is the possibility that 50% of this could be funded by a NWLDC environmental improvement grant scheme recently approved by Cabinet. The cost of ongoing maintenance would be approximately £13,000 per annum.

2.4 **Grass Verges**

As discussed at the last meeting of the group LCC have invited Parish Councils to undertake the mowing of grass verges within their parishes. This offer also extends to the Coalville urban area via NWLDC. LCC will contribute an amount that covers 5 cuts per annum.

NWLDC are currently considering the offer from LCC for the District Council to take on the grass cutting if Parishes do not wish to take up the offer. Officers are currently preparing costings for undertaking the works and options to maintain the existing 7 cuts per year which may require some level of funding from parishes/Coalville Specials. Members may wish to consider if they would like to support making an annual contribution towards cutting the grass verges that would increase the cutting frequency from 5 per annum and would therefore significantly improve the appearance of the area.

2.5 **Warden Presence**

Usage levels at Cropston Drive Recreation Ground have increased since the installation of the BMX track wheeled sports facility. It is anticipated that usage will continue to increase as further improvements are made to the area. Similarly, it is anticipated that usage levels will also increase at Scotlands Playing Fields if a MUGA and other equipment is installed in the future. In addition to this, there is the potential for an increased presence at Lillehammer Drive.

The increased usage at these areas will bring associated issues of litter, security and potential ant-social behaviour. Consequently, Officers recommend increasing the funding for warden hours in 2015/16 to help alleviate such issues.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**COALVILLE SPECIAL EXPENSES WORKING PARTY – 20 OCTOBER 2014**

Title of report	2014/15 EVENTS UPDATE
Contacts	<p>Head of Community Services 01530 454832 john.richardson@nwleicestershire.gov.uk</p> <p>Cultural Services Team Manager 01530 454601 goff.lewis@nwleicestershire.gov.uk</p>
Purpose of report	To update members with regards to 2014/15 events funded within the Coalville Special Expense Area
Recommendations	<p>THAT THE WORKING PARTY</p> <p>1) NOTES THE UPDATE ON 2014/15 EVENTS PROGRAMME</p> <p>2) COMMENTS ON THE DRAFT PROGRAMME OF EVENTS FOR 2015/16 AS OUTLINE AT 2.1 AND 2.2</p>

1.0 2014/15 EVENT PROGRAMME FOR COALVILLE

1.1 The following event has been delivered in Quarter 2 (July/August/September)

Coalville by the Sea

The Coalville by the Sea event proved (once again) to be popular, with entertainment provided by Chris Cullen from the BBC with his traditional Punch and Judy shows, plus the Chuckle Chops magic show and music from Hermitage FM.

Listening and responding to feedback from last year's event, more catering stalls were provided including Mocha Mille vintage caravan which provided drinks. Other activities included a bouncy castle and the Marlene Reid activity marquee featuring creative and artistic activities.

Delivered within £1,500 budget

1.2 The following events are to be delivered in Quarter 3 (October/November/December)

‘Christmas Lights Switch On’

It has been agreed to combine the Council's Christmas event with the Coalville Town Teams Food and Drink Festival on 22 November. This event will encompass the Coalville

Town Team Food and Drink Festival during the day and the Council's Christmas Light Switch On event outside Coalville Market from late afternoon.

Santa's Grotto and real reindeer will be positioned on the new paved area at the entrance to the Market Hall and from 2pm there will also be a programme of live music and a Fairground in the car park. The Coalville Lights switch-on will take place at 5pm and include snow cannons and a fireworks display. A laser light show is being investigated as per previous meeting recommendation but costs are looking prohibitive. In order to create a Switch-on effect it is proposed to purchase a variety of large Christmas decorations for the stage (2 x spiral trees, 3 x Christmas Light boxes and 4 real Christmas trees). These will be 'switched on' at 5pm and then used in Coalville Market for the remainder of the Christmas trading period (and the lights in future years). This arrangement will incur an additional cost of up to £1,000 which can be funded by the £2,000 contingency fund set aside for Coalville Specials events.

An event satisfaction survey will also be undertaken during this year's event in order to inform future Christmas events.

Cabinet have agreed that free car parking in both Coalville and Ashby will be available on 22, 29 November and 6, 13, 20 December 2014. (The same number of Saturdays as in 2013 Christmas trading period) but a week earlier to include the Coalville event. Please note that the Saturday after Christmas (27 December) will not be free for car parking.

1.3 **Coalville Christmas Decorations**

The Christmas Light contract with Turnock for 2014/15 costs £12,500 which includes testing, minor repairs, energy consumption, storage and the erection/removal of current decorations.

An additional £1,000 allocation to repair and refurbish a number of lights which have been identified by the contractor as in need of attention was also agreed at the Coalville Special Expenses Working Party held on 15 July 2014.

2.0 **DRAFT 2015/16 EVENTS PROGRAMME**

2.1 The draft events programme for 15/16 is proposed below for members consideration and to inform the budget setting process for 15/16.

- **Picnic in the Park** Sunday 21 or 28 June 2015
Proposed Budget £11,000.
- **Coalville by the Sea** Friday 7 August 2015
Proposed Budget £1,700.
- **Christmas Lights Switch On** Saturday 21 November 2015
Subject to discussion with Coalville Town Team
Proposed Budget £8,000.

- 2.2 Officers have also received a request from Councillor Wyatt to consider holding a **Proms in the Park** (Big Band/Opera/Brass Band) on the Saturday evening prior to Picnic in the Park. This would maximise the use of the infrastructure over the weekend as it is set up the day before and it would be the most cost effective way of delivering an additional community event.

The Council has previously delivered events on the eve of Picnic in the Park and these have included an Orchestral Concert, a Big Band Performance and Battle of the Bands (for young people) A indicative budget of £2,000 would be requested if members supported the proposal.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COALVILLE SPECIAL EXPENSES WORKING PARTY – 20 OCTOBER 2014

Title of report	PERIOD 5 ACTUAL AND 14/15 FORECAST OUT TURN
Contacts	<p>Head of Community Services 01530 454832 john.richardson@nwleicestershire.gov.uk</p> <p>Head of Finance 01530 454520 ray.bowmer@nwleicestershire.gov.uk</p>
Purpose of report	To inform Coalville Special Expense Working Party of the Period 5 actual and 14/15 forecast out turn
Recommendations	<p>THAT THE WORKING PARTY ;</p> <p>1) NOTES THE PERIOD 5 POSITION</p> <p>2) COMMENTS ON ADDITIONAL EXPENDITURE ITEMS FOR 2015/16 AS OUTLINED AT 2.1</p> <p>3) COMMENTS ON PROPOSED ALLOCATIONS FROM BALANCES AS OUTLINED AT 4.2</p>

1.0 REVENUE 2014/15

- 1.1 The Period 5 position is projecting an under spending, with a contribution to balances of approximately £6,609 (See Appendix 1) leading to an end of year projection of balances of £87,681.

The main contributors to the under spending include:

- a) Broomleys Cemetery – increase in burial & monument income of £13,100
- b) Parks & Recreation grounds – backdated NNDR refund for Thringstone Bowls Club of £6,700

2.0 REVENUE 2015/16

- 2.1 The 2015/16 Revenue budgets are now being drafted and the following items are being considered and costed for potential inclusion;

- On-going maintenance of Leicestershire County Council verge shrubs/bushes and open spaces along Ashby Road, Bardon Road and Phoenix Green areas as discussed at last meeting.
- Increased warden presence for Lillehammer Drive play area, Scotlands Recreation Ground and Cropston Drive Play Area.
- Contribution to urban grass cutting programme as discussed at Parish Liaison Group meeting
- Annual Saturday evening community event prior to Picnic In the Park

3.0 CAPITAL SCHEMES FUNDING

3.1 The capital schemes and breakdown of funding can be seen at Appendix 2.

4.0 USE OF BALANCES

4.1 Cabinet agreed the minutes of the last CSEWP meeting at its meeting on 23 September 2014 and the commitments from balances now include the following with indicative costings only;

- Peace Garden in Coalville Park (£7,000)
- Laser lights for Christmas Lights Switch On event (£1,000)
- Neon signage for Coalville Market (£3,000)

4.2 Officers recommend that the Working Party considers the following areas for one-off investment from balances as covered in the Capital report;

- Site infrastructure improvements and additional play equipment at Scotlands Playing Fields
- Site infrastructure improvements to Cropston Drive Play Area
- One-off improvement works to Ashby Road, Phoenix Green and Bardon Road £2,114

APPENDIX 1

COALVILLE SPECIAL EXPENSES 14/15 - PERIOD 5 ACTUALS & FORECASTED OUTTURN

	2014/15		
	Original Estimate	Actuals & Commitments as at 31.08.14	Forecasted Outturn
	£	£	£
Parks, Recreation Grounds, Open Spaces & War Memorials	274,500	110,803	274,185 ¹
Broomley's Cemetery	22,960	7,152	9,833
One Off Grants	3,000	1,500	3,000
Coalville Events	40,700	15,410	43,027 ²
Coalville Market - neon signage	0	0	3,000 ³
TOTAL SPECIAL EXPENSES (Net Cost Of Service)	341,160	134,865	333,045
Service Management recharges	80,690	33,621	80,690
ANNUAL RECURRING EXPENDITURE	421,850	168,486	413,735
FUNDED BY:			
Use of Reserves	1,506	-	-6,609
Precept	358,373	-	358,373
Localisation of Council Tax Support Grant	61,971	-	61,971
	421,850	0	413,735
BALANCES 1st APRIL	58,876	81,072	81,072
CONTRIBUTION TO RESERVE	-1,506	0	6,609
BALANCES 31st MARCH	57,370	81,072	87,681

2014/15

- At the end of period 5 the Coalville Special expense outturn figures are forecasted to be underspent, with a contribution to balances of £6,609.

The reasons for this are:

- Broomleys Cemetery - increased burial & monument income £13.1k.
- Parks & Rec grounds - backdated NNDR refund for Thringstone Bowls Club -£6.7k.

- Approved items included in above figures and to be funded from balances (estimated costs)

- Peace Garden in Coalville Park £7k.
- Repair/refurbish existing Christmas Lights £1k.
Laser lights for Christmas Event switch on £1k.
- Neon signage for Coalville Market £3k.

OTHER CV SPECIAL EXPENSE RESERVES	Balances 01.04.14	Contributions 14/15	Actual & Committed Exp 14/15	Balance as at 31.08.14
	£	£	£	£
ASSET PROTECTION RESERVES				
CV MEMORIALS - MAJOR REPAIRS/VANDALISM	2,928	0	2,928	0
CEMETERY/RECREATION GROUND	27,502	9,000	8,552	27,950
S106 PLAY AREA/OPEN SPACE MTCE (committed for future years)	9,175	0	2,294	6,881
	39,605	9,000	13,774	34,831

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APPENDIX 2

COALVILLE SPECIAL EXPENSES 14/15 CAPITAL SCHEMES - PERIOD 5 ACTUALS

	Original Estimate	Actual Expenditure	Commitments	Balance 31.08.14
	£	£	£	£
FUNDING				
Balance b/fwd 01.04.14 (Asset Protection Fund)	115,286.67			
Asset Protection Contribution 2014/15	5,527.73			*
Revenue Contribution to Capital Schemes	0.00			
S106 Funding	95,226.20			
515 Funding	10,000.00			
TOTAL FUNDING	226,040.60			
CAPITAL PROGRAMME				
Broomleys Allotments	557.59	500.00	-	- **
Scotlands Rec Grd - Pavilion/Changing rooms	10,000.00	12,695.60	-	- *
Owen Street - Floodlights upgrade	778.93	-	-	778.93
Owen Street - Changing room development	115,379.42	-	-	115,379.42
Melrose Rd Play Hub	1,987.87	4,820.00		- *
Cropston Drive BMX track	42,693.64	5,160.15	27,500.00	10,033.49
Thringstone Miners Social centre	4,913.35	-	-	4,913.35
Urban Forest Park - Footway & Drainage improvements	30,810.86	-	-	30,810.86
C/V Park - Improvements	862.39	519.75	-	- **
Urban Forest Park - 5th play station	7,979.89	-	-	7,979.89
TOTAL EXPENDITURE	215,963.94	23,695.50	27,500.00	169,895.94
UNALLOCATED BALANCE (includes £342.64 of S106 funding)				4,949.16

* Additional expenditure funded by 14/15 asset protection contribution.

** Scheme Completed

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