



Scan the code above or visit [www.nwleics.gov.uk/meetings](http://www.nwleics.gov.uk/meetings) for a full copy of the agenda.

Meeting	<b>COALVILLE SPECIAL EXPENSES WORKING PARTY</b>
Time/Day/Date	6.30 pm on Wednesday, 27 April 2022
Location	Council Chamber, Council Offices, Coalville
Officer to contact	Democratic Services (01530 454512)

### AGENDA

Item		Pages
<b>1. APOLOGIES FOR ABSENCE</b>		
<b>2. DECLARATIONS OF INTEREST</b>		
	Under the Code of Conduct members are reminded that in declaring interests you should make clear the nature of that interest and whether it is a disclosable pecuniary interest, registerable interest or other interest.	
<b>3. MINUTES OF THE PREVIOUS MEETING</b>		
	To confirm the minutes of the meeting held on 14 December 2021.	<b>3 - 6</b>
<b>4. COALVILLE SPECIAL EXPENSES FINANCE UPDATE</b>		
	The report of the Finance Team Manager and Deputy S151 Officer.	<b>7 - 12</b>
<b>5. EVENTS UPDATE</b>		
	The report of the Cultural Services Team Manager.	<b>13 - 16</b>
<b>6. CAPITAL PROJECTS UPDATE</b>		
	The report of the Leisure Services Team Manager.	<b>17 - 24</b>
<b>7. DRAFT SCHEDULE OF MEETINGS 2022/23</b>		
	The report of the Democratic Services Officer.	<b>25 - 28</b>

Circulation:

Councillor D Everitt (Chairman)  
Councillor M French (Deputy Chairman)  
Councillor E G C Allman  
Councillor A J Bridgen  
Councillor A S Black  
Councillor J Geary  
Councillor J Legrys  
Councillor J Windram  
Councillor M B Wyatt

MINUTES of a meeting of the COALVILLE SPECIAL EXPENSES WORKING PARTY held in the Council Chamber, Council Offices, Coalville on TUESDAY, 14 DECEMBER 2021

Present: Councillor D Everitt (Chairman)

Councillors E G C Allman, A S Black, J Geary, J Legrys, J Windram and M B Wyatt

In Attendance: Councillors

Officers: Mr P Sanders, Mr J Knight, Mrs W May, Mrs C Hammond, Mr D Bates and Ms R Haynes

#### **16. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor A Bridgen and Councillor M French.

#### **17. DECLARATIONS OF INTEREST**

Councillor M Wyatt declared non-pecuniary interests in all items should reference be made to Coalville town, as the owner of two town centre businesses.

Councillor J Geary declared non-pecuniary interests in all items as a director of the Springboard Centre, founder member of Mantle Community Arts, and supporter of Coalville Town Football Club should any reference to them arise at the meeting.

Councillor J Legrys declared non-pecuniary interests in all items as a volunteer at Hermitage FM, should reference be made to Coalville town.

#### **18. MINUTES OF THE PREVIOUS MEETING**

Consideration was given to the minutes of the meeting held on 12 October 2021.

It was moved by Councillor J Geary, seconded by Councillor M Wyatt and

RESOLVED THAT:

The minutes of the meeting held on 12 October 2021 be confirmed and signed by the Chairman as a correct record.

#### **19. COALVILLE SPECIAL EXPENSES DRAFT BUDGET 2022/23**

The Head of Finance presented the report to members, highlighting that at present the report remained a draft.

Councillor M B Wyatt advised that the expenditure sub group did not represent his views and felt that the group should have reported back before the draft budget was put to the main working party. He could not support the proposed 9% increase.

Members expressed a wish that they receive more consultation with regard to expenditure in their local areas, in particular play areas.

The Leisure Services Manager advised members that it had been discussed at previous meetings that the plan was to review all play area replacement plans, but it could not be done as a blanket approach and had to be prioritised. He noted that as each area came up officers would consult with local members as to what would need to be done.

It was noted that the original proposal was to increase the council tax by 13.7% and the sub group had proposed 9%.

Councillor J Legrys thanked Officers for help and guidance in assisting Members to understand the draft budget. He noted that a lot of time had been spent by the group debating the increase from 0% to 13.7% however it was also noted that it would be unavoidable if the Committee was to continue providing the service which it currently did.

The Chair observed that all comments be noted in order to pass on to Cabinet.

RESOLVED THAT:

The comments made by the Working Party on the 2022/23 Draft Budget and the proposed indicative increase in the Coalville Special Expense precept be put forward to Cabinet on 11 January 2022 for consideration.

## **20. COALVILLE SPECIAL EXPENSES FINANCE UPDATE**

The Head of Finance presented the report to members.

It was debated whether the Cinema in the Park event would replace the Picnic in the Park event. Members were assured that due to an underspend last year, during 2022 both events be held, although due to the Jubilee Celebrations, the 2002 version of Picnic in the Park be known as the Queen's Jubilee Celebration.

In a response to a question from Councillor M B Wyatt, the Leisure Services Team Manager advised the members that the one MVAS that was still working, would be funded by the Council, not by Special Expenses.

Members were advised that the underspend from Picnic in the Park 2021 be earmarked to support the delivery of Cinema in the Park 2022, which would be delivered as well as Picnic in the Park 2022 (as the Queen's Jubilee celebration event). It was noted that budget being allocated to Cinema in the Park was to ensure that it remained affordable, as a privately run event would not make it accessible. It was also highlighted that any future events from 2023 onwards would be a decision for the working party at the right time, subject to what budget would be available at that time.

Councillor M Wyatt proposed that the committee have aspirations to hold the Picnic in the Park event in 2023, and members agreed, however with the added caveat that importance be stressed on planning events on a year by year basis, whilst keeping in mind the available budget.

The allocation of £25,000 towards an inclusive toilet was considered, however members felt they needed more specific information before it be agreed.

It was moved by Councillor M Wyatt, seconded by Councillor A Black that the Council aspired to hold a 2023 Picnic in the Park.

It was moved by Councillor J Geary, seconded by Councillor E Allman and

RESOLVED THAT:

1. The 2021/22 period 6 budget monitoring figures and the forecasted outturn be noted.

2. The proposal for the allocation of £25,000 from balances for an inclusive toilet be removed from consideration until a further report is provided to the working group
3. The committee has an aspiration to hold Picnic in the Park 2023.

**RECOMMENDED THAT:**

4. The earmarking of £16,000 underspend on the events budget towards funding the 2022/23 cinema event be recommended to Cabinet for approval.

## **21. EVENTS UPDATE**

The Cultural Services Team Manager presented the report to members.

It was noted that unfortunately the Christmas Lights Switch On event was significantly impacted by Storm Arwen. This was somewhat mitigated by the ability to still deliver the outdoor food, drink and craft market and the success of the indoor market at Newmarket, and the fact that despite the weather, footfall in Coalville was significantly increased on the day.

Wendy May expressed her thanks to the Cultural Services Team for their efforts under extremely challenging conditions and noted that the negative feedback that had been received about the cancellations proved that residents of the area enjoyed the main stage and the fireworks that had been held in previous years.

Councillor M Wyatt provided positive feedback with regards to the lights at the clocktower and in other parts of Coalville, however he questioned whether the space in Memorial Square could be utilised more to hold events. Wendy responded that following extensive risk assessments, it was considered that the town had more suitable and safer pedestrianised areas.

Members expressed disappointment that the lights on the tree at Memorial Square had been vandalised but provided positive feedback on the success of the Christmas event at the Newmarket.

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

**RESOLVED THAT:**

1. the progress update on 2021/22 events be noted.
2. the update for Christmas lights 2021/22 be noted.
3. the update for 2021/22 Coalville Special Expenses community grant scheme be noted.

**RECOMMENDED THAT:**

4. The proposed events programme and associated budget 2022/23 be considered by Cabinet.

## **22. CAPITAL PROJECTS UPDATE**

The Leisure Services Team Manager presented the report to members, in which he provided updates on various projects, including Coalville Park play equipment, the

Community Garden, Lillehammer Drive and also the provision of Covid memorial benches.

Members were pleased to see that the application to the Treescapes scheme had been successful. Following a comment from Councillor J Geary on the future maintenance of the 20 trees that had been secured, once the 3 year maintenance had expired, it was noted that a budget was available from previous funding that had been secured for that reason.

Members were invited to put forward their proposals for suitable sites for the Covid memorial benches via email to Officers, before the end of the month and it was noted that 6 memorial benches had been allocated in total for the Coalville Special Expense Area.

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

RESOLVED THAT:

1. The progress update on the 2021/22 capital projects be noted.

RECOMMENDED THAT:

2. Approval be sought from Cabinet to submit an application to the district wide COVID commemoration.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.15 pm

## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COALVILLE SPECIAL EXPENSES WORKING PARTY –  
WEDNESDAY, 27 APRIL 2022

<b>Title of Report</b>	<b>COALVILLE SPECIAL EXPENSES FINANCE UPDATE</b>
<b>Presented by</b>	Anna Crouch Finance Team Manager and Deputy Section 151 Officer
<b>Background Papers</b>	<a href="#"><u>Coalville Special Expenses Finance Update – Coalville Special Expenses Working Party – 14 December 2021</u></a>
<b>Financial Implications</b>	The monitoring figures as at Period 9 show a forecasted net revenue expenditure of £511,000 and total funding of £490,000 The forecasted deficit would mean estimated balances of £105,000 as at 31 March 2022.
	<b>Signed off by the Section 151 Officer:</b> Yes
<b>Legal Implications</b>	None
	<b>Signed off by the Deputy Monitoring Officer:</b> Yes
<b>Staffing and Corporate Implications</b>	None
	<b>Signed off by the Head of Paid Service:</b> Yes
<b>Purpose of Report</b>	To present the 2021/22 budgets monitoring figures as at Period 9 and the forecasted outturn for the financial year.
<b>Recommendations</b>	<b>THAT THE WORKING PARTY NOTES:</b>  <b>1. THE 2021/22 PERIOD 9 BUDGET MONITORING FIGURES AND THE FORECASTED OUTTURN.</b>

**1. INTRODUCTION**

- 1.1 This report sets out the budget monitoring information for Coalville Special Expenses as at the end of December 2021 and provides a forecast position for the end of the financial year.
- 1.2 The net revenue budget for 2021/22 is £560,000 and through Council Tax and Grants there is £490,000 funding available, leading to a budgeted deficit of £70,000 which will be funded via reserves.

**2. PERIOD 9 BUDGET MONITORING AND FORECAST OUTTURN FOR 2021/22**

- 2.1 Actual expenditure up to the end of September is £439,916 and the forecast for the year is £511,123, resulting in a reduction of the forecast deficit by £48,917 to £21,465.

A summary of the financial position is shown in the table below and a more detailed breakdown is shown in Appendix A.

	<b>2021/22 Budget</b>	<b>Forecast Outturn</b>
<b>Annual Recurring Expenditure</b>	<b>560,040</b>	<b>511,123</b>
Funded by:		
Precept	445,868	445,868
Grant	43,790	43,790
Reserves	70,382	21,465
	<b>560,040</b>	<b>511,123</b>

- 2.2 The main variances between the budget and forecast outturn:
- a) Forecasted increase in burial fee income of £7,300;
  - b) Reduced in year expenditure on Planned Preventative Maintenance (PPM) budgets of £1,760;
  - c) Removal of the budget for Mobile Vehicle Activated Signs (MVAS) relating in a saving of £3,100;
  - d) Staff Savings of £13,610 from Cultural Services due to a vacant post and reduced overtime;
  - e) Reduced in year expenditure on various events of £10,340;
  - f) Reduced in year expenditure on ongoing tree maintenance of £10,000.

Additional to these are savings of £5,000 for previously earmarked PPM works which are no longer required.

Savings of £16,000 due to the Picnic in the Park event not going ahead in 2021/22 haven't been included in the Period 9 forecast outturn figures as it was agreed at the CSEWP meeting on the 14 December 2021 that the savings would be earmarked to fund the cinema event in 2022/23.

- 2.3 Coalville Special Expenses Balances are forecast to be £105,027 as at 31 March 2022. It is good financial management to maintain balances at 10% of annual recurring expenditure, this is currently £56,000. Therefore, balances are predicted to be in line with guidance.

### **3.0 RESERVES**

- 3.1 A list of the earmarked reserves and the asset protection reserves as at the end of December are shown in Appendix B.



**COALVILLE SPECIAL EXPENSES 2021/22 - PERIOD 9 ACTUALS & FORECASTED OUTTURN**

	2021/22		
	Original Estimate	Actuals & Commitments as at 02.01.22	Forecasted Outturn as at 02.01.22
	£	£	£
Parks, Recreation Grounds, Open Spaces & War Memorials	332,780	273,909	322,392
Broomley's Cemetery	26,610	12,683	20,875
One Off Grants	2,000	704	950
Coalville Events	79,780	64,985	56,880
Other Expenses	8,690	5,000	5,000
Earmarked Reserves no longer required	0	0	-5,154
<b>TOTAL SPECIAL EXPENSES (Net Cost Of Service)</b>	<b>449,860</b>	<b>357,281</b>	<b>400,943</b>
Service Management/Admin Buildings recharges	110,180	82,635	110,180
<b>ANNUAL RECURRING EXPENDITURE</b>	<b>560,040</b>	<b>439,916</b>	<b>511,123</b>
<b>FUNDED BY:</b>			
Use of Reserves	70,382	0	21,465
Precept	445,868	0	445,868
Localisation of Council Tax Support Grant	43,790	0	43,790
	<b>560,040</b>	<b>0</b>	<b>511,123</b>
BALANCES 1st APRIL	126,492	126,492	126,492
CONTRIBUTION TO/(FROM) RESERVE	(70,382)	0	(21,465)
<b>BALANCES 31st MARCH</b>	<b>56,110</b>	<b>126,492</b>	<b>105,027</b>

This page is intentionally left blank

**COALVILLE SPECIAL EXPENSES RESERVES AS AT PERIOD 9**

<b><u>OTHER CV SPECIAL EXPENSE RESERVES</u></b>	Balances 01.04.21	Contributions 21/22	Expenditure & Commitments 21/22	Balance as at 02.01.22
<b><u>EARMARKED RESERVES</u></b>	£	£		£
Graffiti art project - CV park green flag award	1,200	0	0	1,200
Legal fees to remove covenants & amend S106 (Barratts)	4,223	0	625	3,598
Local Authority Parks Improvement Programme	15,714	0	0	15,714 *
Purchase of bulbs and planting	2,140	0	0	2,140
Scotlands Playing Fields - Environmental Improvement Projects	4,443	0	4,443	0
Coalville in Bloom	7,798	0	5,492	2,306
Christmas Decorations	30,000	0	30,000	0
	65,517	0	40,560	24,957
<b><u>ASSET PROTECTION RESERVES</u></b>				
Thringstone Miners Social Welfare Site - training area (10% contr)	7,431	0	0	7,431
Cemetery/Recreation Ground	6,965	0	0	6,965 *
	14,396	0	0	14,396
<b><u>PPM EARMARKED RESERVES</u></b>				
Scotlands Rec Ground Bowls pavilion - Various works	13,000	0	12,961	39 **
London Road Cemetery - tree work	5,115	0	0	5,115 **
Additional Grave Space Broomleys	663	0	663	0
	18,778	0	13,623	5,154
<b>TOTAL COALVILLE SPECIAL EXPENSE RESERVES</b>	<b>98,691</b>	<b>0</b>	<b>54,183</b>	<b>44,508</b>

\* All committed towards funding the Coalville Special Expenses Asset Management Plan in 2021/22 & future years.

\*\* Earmarked reserves no longer required, with funding returned to Coalville Special expenses

This page is intentionally left blank

## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COALVILLE SPECIAL EXPENSES WORKING PARTY –  
WEDNESDAY, 27 APRIL 2022

Title of Report	EVENTS UPDATE
<b>Presented by</b>	Wendy May Cultural Services Team Manager
<b>Background Papers</b>	
<b>Financial Implications</b>	All the events detailed within the report are included within existing approved budgets. There is a risk however, that the cinema will not generate the income anticipated and there will be insufficient budget to cover the event.  <b>Signed off by the Section 151 Officer:</b> Yes
<b>Legal Implications</b>	Insert any legal implications to be considered.  <b>Signed off by the Monitoring Officer:</b> Yes
<b>Staffing and Corporate Implications</b>	Insert any staffing or corporate implications to be considered.  <b>Signed off by the Head of Paid Service:</b> Yes
<b>Purpose of Report</b>	To update members with regards to 2022/23 events and projects
<b>Recommendations</b>	<b>THAT THE WORKING PARTY NOTES</b>  <b>1) THE PROGRESS UPDATE ON 2022/23 EVENTS</b> <b>2) THE UPDATE FOR CHRISTMAS LIGHTS 2021/22 AND 2022/23</b> <b>3) THE UPDATE FOR 2021/22 AND 2022/23 COALVILLE SPECIAL EXPENSES COMMUNITY GRANT SCHEME</b>

**1. COALVILLE EVENT PROGRAMME UPDATE****1.1 Event programme – 2022/2023**

1.1.1 The following event programme is scheduled for delivery in 2022/23 supported by Coalville Special Expenses budget.

<b>2022/23 COALVILLE EVENTS</b>	<b>2022/23 allocated budget</b>	<b>Status</b>
St George's Day - 22 April to 29 April 2022	£100	Delivered
The installation of the English flag in various		

locations to celebrate St George's Day		
Queen's Platinum Jubilee Celebrations – Saturday 4 and Sunday 5 June 2022  A Celebratory Event to mark the Platinum Jubilee of the Queen (Music and Picnic in the Park budget)	£20000	Planning
Cinema in the Park – 22 July to 2 August  12 days of cinema in Coalville Park	£26000*	Planning (event being delivered by a third party contractor)
August 2022 Coalville by the Sea	£4000	Third party contractor being sought to deliver the event
Christmas in Coalville 26 November 2022	£10000	Planning

\*An additional contribution of £6000 is allocated from the general fund budget to support the anticipated expenditure for Cinema in the Park 2022.

## 1.2 Queen's Platinum Jubilee Celebrations

1.2.1 The Queen's Platinum Jubilee Celebration is being planned for Saturday 4 and Sunday 5 June 2022, delivered from Coalville Park, this celebration is based on our traditional Music and Picnic in the Park event and will incorporate jubilee themed celebrations. Coalville Park will be dressed in red, white and blue. Based on event feedback (2019 event), this year's event will include an area targeted at young people, this has been made possible with sponsorship from Everyone Active, the activities include a climbing wall and skate park skills and demonstration.

1.2.2 In addition to the weekend event, Coalville town centre will be decorated red, white and blue with the installation of union flag bunting and union flags in key locations across the town. Shops and town centre premises will be encouraged to dress their windows and properties in red, white and blue with a best dressed window competition voted for by members of the public. The town will be decorated from 30 May to 12 June, with the competition winner announced w/c 13 June 2022. Key buildings in the town centre will be lit red and blue during this period.

1.2.3 An application has been submitted to the Bardon Community Fund for 'Art Around Town' and 'Jubilee Legacy Art'. The proposal includes:

- Art Around Town - the creation of 70 original artworks to celebrate the Platinum Jubilee (created by residents, organisations and schools). The artworks will be on display in Coalville town centre and will be promoted on social media to encourage visitors to the town centre to view the artworks.
- Jubilee Legacy Art - graffiti workshops at Queen's Platinum Jubilee Celebration on Sunday 5 June in Coalville Park, engaging with young people to create a 'design in time' which will then influence the final design of the artwork for Coalville skate park which will be installed later in the summer (a project that is already supported by Coalville Special Expenses (delayed due to Covid)).

These projects will only proceed if the application to Bardon Community Fund is successful.

### 1.3 Cinema in the Park

- 1.3.1 Plans for this event are progressing well. Originally we had hoped that the event duration would cover 16 days, however due to price increases the event will now cover 12 days from Friday 22 July to Tuesday 2 August.

### 1.4 Coalville by the Sea

- 1.4.1 The date, duration, location and provider for this event is still to be determined

### 1.5 Christmas in Coalville

- 1.5.1 The recommended date for Christmas in Coalville is Saturday 26 November.

## 2. CHRISTMAS LIGHTS

### 2.1 Installation 2022 - 2026

- 2.1.1 The process to procure a contractor to install the Coalville Christmas lights has started. The contract will cover the period of 2022 to 2026. The procurement process is an Open Tender Procurement and a new contract will be agreed in advance of the installation in November 2022.

- 2.1.2 As we near the end of our contract with our current installer, there is a requirement to dispose of old and damaged lighting stock to ensure that this stock is not passed on to the new contractor, which will incur additional costs for transfer and storage charges.

### 2.2 Christmas lights stock update

- 2.2.1 The Memorial Christmas tree lights sustained significant damage due to vandalism during December 2021, resulting the lights being damaged beyond repair. A new set of lights have been ordered with the remaining budget allocated in 2021/22 for new Christmas lights. The new lights are full colour to compliment the new colourful light scheme for Memorial Square. It is anticipated that a new set of lights will be required for the tree in Marlborough Square for 2022, it is proposed that these will be bright white and warm white to compliment the new decorations in Marlborough Square.

## 3.0 COMMUNITY GRANTS SCHEME

### 3.1 Coalville Special Expense Community Grant

- 3.1.1 The Coalville Special Expenses Community grant is set up to support and encourage a range of community activities, initiatives and events that meet the needs of residents in these wards: Coalville, Bardon, Snibston, Thringstone and Greenhill. Applications are invited for up to £250 and no match funding required. There is no deadline for this grant scheme.

The 2022/23 scheme is active with £2000 allocated to support at least eight community projects. All enquiries should be directed to Jessica Lloyd-Davies, Community Focus Support Officer within the Community Focus Team

[https://www.nwleics.gov.uk/pages/coalville\\_special\\_expenses](https://www.nwleics.gov.uk/pages/coalville_special_expenses)

3.1.2 Below is a summary of the applications processed in 2021/22:

	Applicant	Project Name	Date Received	Amount Requested	Total Project Value	Application Status
1	Charles Booth Centre	Allotment Notice Board	17/06/2021	£250.00	£252.00	Approved
2	Friends of Greenhill Tenants Assoc	Friends of Greenhill Reading Club	02/09/2021	£204.00	£204.00	Approved
3	Coalville foodbank / New Life Church	Building Together	04/10/2021	£250.00	£299.99	Approved
4	Broomleys Cricket Club	Coaching Bags	21/02/2022	£250.00	£734.10	Approved
5	Grace Dieu Park Cricket Club	Training tops for juniors	11/03/2022	£250.00	£350.00	Decision pending

3.1.3 Councillors are encouraged to promote the grant scheme with local groups and organisations.

3.1.4 Organisations and community groups within the Coalville Special Expenses area have taken advantage of the Queen's Platinum Jubilee Grant (up to £250 available to support events and projects that celebrate the jubilee). The grant scheme closed on 14 April 2022. At the end of March, applications had been received from the following organisations:

- Thringstone Miners Social Centre
- Friends of Greenhill Tenants Association
- Charles Booth Centre, Thringstone
- Belvoirdale Primary School



## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COALVILLE SPECIAL EXPENSES WORKING PARTY –  
TUESDAY, 27 APRIL 2022

Title of Report	CAPITAL PROJECTS UPDATE
<b>Presented by</b>	Jason Knight Leisure Services Team Manager
<b>Background Papers</b>	None
<b>Financial Implications</b>	As contained with the report, this is providing the committee an update on existing projects that already have approved budget or funding in place. Therefore, there are no financial implications to consider. <b>Signed off by the Section 151 Officer: Yes</b>
<b>Legal Implications</b>	None identified <b>Signed off by the Monitoring Officer: Yes</b>
<b>Staffing and Corporate Implications</b>	None identified <b>Signed off by the Head of Paid Service: Yes</b>
<b>Purpose of Report</b>	To update members with regards to capital projects within the Coalville Special Expenses Area
<b>Recommendations</b>	<b>1. THE WORKING PARTY NOTES THE PROGRESS UPDATE ON THE 2021/22 AND 2022/23 CAPITAL PROJECTS</b>

**1.0 2021/22 CAPITAL PROJECTS****1.1 Thringstone Miners Social Centre Training Pitch – £7,431**

FA Ground grading requirements continue to be undertaken to ensure the ground and pitch is suitable for Ingles FC to play competitively at step 6 of the football pyramid for the 2022/23 season. A long term lease has been signed with Ingles Football Club who play at step 6 of the pyramid. Once completed priority will be given to securing funding for and delivering the training pitch. This project will be carried forward into 2022/23.

**1.2 Coalville Park – £36,026 S106 funding and £1,200 CSE funding****1.2.1 Play Equipment - £20,184 S106**

The new equipment is now open and has received favourable feedback, and so this item will be removed from future reports. Consideration is being given to the land around the equipment which is susceptible to becoming boggy during the winter.

#### 1.2.2 **Community Garden**

The Royal British Legion have been contacted to understand their position and commitment moving forward regarding the management of the community garden. In addition to this, a further group has also expressed an interest in being involved in its management. Once both groups have declared their intentions, then consideration will be given to the best solution. In the meantime, the Parks and Open Spaces team will continue to maintain the area. This project will be carried forward into 2022/23.

#### 1.2.3 **Park Improvement - £5,000 S106**

An improvement scheme has been approved by Cabinet and phased improvements have commenced with the planting of trees using funding secured in partnership with LCC from the Treescapes fund, and s106 funding used to secure match funding from the National Forest. This project will be removed from future reports.

#### 1.2.4 **Skate Park Graffiti Project - £1,200**

Attempts to undertake consultation with young people and users of the skate park, have proved unsuccessful and so Community Focus will be supporting the Parks and Open Spaces team to undertake consultation at Picnic in the Park. £600 has been spent to date and so the project will be carried forward into 2022/23 with a balance of £600.

#### 1.3 **Lillehammer Drive - £4,223**

The school has confirmed their intention to take on the open space of the former MUGA site in order to use it as an educational nature area. Barratts have confirmed that they are supportive of this and a proposed Deed of Variation for the change of use of the land to allow this to happen was sent to their legal representatives for consideration in May. The Deed has now been formally agreed with Barratt's and is in the process of being executed. However, despite regularly chasing this since November, the final signing of the documents is still to be completed.

In addition to this, the draft lease for the school has also been approved with Leicestershire County Council and scaled drawings for the planning application have been completed so the application can be submitted as soon as the Deed of Variation has been completed. £625 has been spent to date and so the project will be carried forward into 2022/23 with a balance of £3,598.

#### 1.4 **CSE Assets**

The Asset Management Plan approved as part of the 2022/23 budget setting process is attached as Appendix A.

##### 1.4.1 **Scotlands Bowls Pavilion**

The council has recently agreed a new licence to the bowls club for this site, based on a revised land area which will support their growth aspirations. A specification for the next phase of works is being developed which it is hoped will also include solar panel installations subject to the £2,500 being secured from the Bardonia Community Fund. This project will be carried forward into 2022/23.

##### 1.4.2 **Asset Management 2021/22**

As part of the Asset Management Plan (AMP) the following works were planned to be delivered during 2021/22;

##### **Coalville Park Public Conveniences - £6,180**

These works have now been completed.

London Road Cemetery - £2,060

Due to tree surgeons having to support Waste Services for a sustained period of time, the tree works have not been fully completed and will be rolled over to 2022/23. Any works presenting a health and safety risk have been undertaken.

Broomleys Cemetery - £3,605

The redecoration of the wrought iron gates has been completed. Due to tree surgeons having to support Waste Services for a sustained period of time, the tree works have not been fully completed and will be rolled over to 2022/23. Any works presenting a health and safety risk have been undertaken.

Claremont Drive Play Area - £8,523

Consideration is being given to alternative options that can be undertaken at the play area so that the equipment doesn't have to be replaced and a saving can be effected to the Coalville Special Expenses budget. The ward member has been engaged and wider consultation is in the process of being undertaken with residents to understand their views. No decision on any changes will be taken without approval from the ward member and members of the working party will be kept abreast of progress. This project will be carried forward into 2022/23.

**1.5 Trees in Coalville**

The joint application with LCC to the Local Authority Treescapes fund was successful in securing 20 trees for Coalville, along with a 3 year maintenance contribution and this will be used to support phase 1 of the extension improvement to Coalville Park.

The joint application to the Urban Tree Challenge fund to provide additional trees for highway verges was also successful. LCC are leading on this project and following consultation with ward members and NWLDC officers, and having undertaken detailed assessments of the areas, it was unfortunately not possible to plant trees in all areas requested. Consequently, having re-assessed, LCC have confirmed their intention is to plant the following trees within the Coalville Special Expense area;

- Greenhill Road – 12 trees
- Cropston Drive – 7 trees
- Mantle Lane – 2 trees
- Stephenson Way – 3 trees
- Loughborough Road, Thringstone – 10 trees

These projects will be removed from future reports.

In addition to this, designs for the £16,500 improvement project on Bardon Road is also in the process of being designed in partnership with LCC. Officers will engage with the ward member on proposals prior to work commencing and the project will be carried forward into 2022/23.

**1.6 District Wide Covid Commemoration**

Bids were successfully submitted for the installation of benches and/or trees in the following locations within the Coalville Special Expenses area

- Memorial Square
- Scotlands Recreation Ground
- Willow Green
- Charles Street / Western Avenue
- Henson Lane Green, Thringstone

It's anticipated all installations will be completed by the end of April 2023 and so this item will be removed from future reports.

### 1.7 **The Oval Play Area**

Officers were recently made aware that, despite having maintained it for over 20 years, the Oval Play Area was still in the ownership of the developer. Consequently, no commuted maintenance sum was ever received for the area. Therefore a commuted maintenance sum has been agreed and the area is in the process of being transferred to the council. The result of this is a saving of approximately £25,000 to the Coalville Special Expenses budget over the next 5 years.

## 2.0 **2022/23 CAPITAL PROJECTS**

In addition to those projects highlighted within the report that will be carried over to 2022/23, the following projects and works are also planned to be delivered;

### 2.1 **Coalville in Bloom 2022 £7,306**

The table below highlights the locations and costs of flowers for Coalville in Bloom 2022;

Quantity	Item	Locations	Cost	Income
8	Square based 3 Tier flower towers	Memorial Square High Street	£1,744	
8	Troughs	Clock Tower	£488	
12	Circular 3 tier towers	Memorial Square High Street Hotel Street	£2,208	
32	Hanging Baskets	St James Car Park Memorial Square Marlborough Square	£990	
16	Hanging Baskets	Local Businesses	£496	
	Watering		£1,500	
4	Brackets		£280	
	Bardon Community Fund			£2,306
16	Contribution from Businesses (@ £25ea)			£400
	Contribution from CSEWP			£5,000
	<b>TOTAL</b>		<b>£7,706</b>	<b>£7,706</b>

Members do need to be aware that the budget and scheme for 2023 will need to be refined further to be delivered within the budget of £5,000 unless additional funding can be secured.

### 2.2 **London Road Cemetery Wall - £45,000**

Property Services are leading on this project and are in the process of procuring a contractor to undertake the work.

### 2.3 **CSE Assets**

As per the Asset Management Plan (attached as Appendix 1), the following works are planned to be delivered in 2022/23;

#### **Scotlands Bowls Pavilion - £11,010**

Upgrade of storage and water heaters, refurbishment of external cladding, repair of potholes on the access road, and the replacement of the doors to the store.

Thringstone Bowls Pavilion - £20,000

Permanent roof repairs following the structural survey undertaken in 2020.

London Road Cemetery - £1,556

Tree works. An additional amount will also be carried forward from 2021/22 to undertake outstanding tree works unable to be delivered. £3,000 has also been allocated for a possible Remembrance Garden and this will be considered as part of the corporate Burials Review and will be reported back on separately following completion of the review.

Broomleys Cemetery - £7,000

Tree and path works.

Adam Morris Way Play Area - £7,700

Replacement of the fencing.

Cropston Drive Play Area - £33,052

Replacement of equipment. Consideration will be given to alternative options that can be undertaken at the play area so that the equipment doesn't have to be replaced and a saving can be effected to the Coalville Special Expenses budget. The ward member will be engaged and wider consultation will take place with residents to understand their views. No decision on any changes will be taken without approval from the ward member and members of the working party will be kept abreast of progress.

Sharpley Avenue Play Area - £17,526

Replacement of equipment. Consideration will be given to alternative options that can be undertaken at the play area so that the equipment doesn't have to be replaced and a saving can be effected to the Coalville Special Expenses budget. The ward member will be engaged and wider consultation will take place with residents to understand their views. No decision on any changes will be taken without approval from the ward member and members of the working party will be kept abreast of progress.

This page is intentionally left blank

COALVILLE SPECIAL EXPENSES - Proposed 5 Year Plan 22/23 - 26/27		inflation 3%											
		EXPENDITURE											
Asset/Site	Brief Description of Works	20/21 C/Fwd into 21/22 (EMR's)	2021/22 Budget	Actual & Commitments as at 02/01/22	C/Fwd into 22/23	21/22 budget no longer required	Comments	2022/23 Proposed Budget	2023/24 Indicative	2024/25 Indicative	2025/26 Indicative	2026/27 Indicative	TOTAL
PARKS AND RECREATION (Exp code 0477-0115)													
COALVILLE PARK - Public Conveniences	convert to stainless steel fittings - reduce vandalism		£6,180	£5,933		-£247							£0
CROPSTON DRIVE - Pavilion	No planned work												
MELROSE ROAD RECREATION GROUND - Pavilion	External - paint building		£1,540	£806		-£734							£0
OWEN STREET - Pavilion	No planned work												
													£0
SCOTLANDS RECREATION GROUND - Sports Pavilion	Replace roof covering and insulation						Property to lead on possible new building within zero carbon agenda.		£19,669				£19,669
	Replace external boarding with blockwork to match remainder								£4,244				£4,244
	Refurbish changing rooms								£5,464				£5,464
SCOTLANDS RECREATION GROUND - Bowls pavilion	Veranda canopy replace rotten posts, roof deck and covering	£3,000		£3,000									£0
	New furniture and curtains	£2,000		£1,861	£400		For new sink						£0
	Install DDA compliant toilet	£3,000		£3,000									£0
	Refurbish Kitchen	£3,000		£3,000									£0
	Compliance works to fire doors, fire signage and install smoke detection	£2,000		£2,000									£0
	Upgrade storage heaters and water heater												
			£1,240		£1,240			£2,760					£2,760
	Refurbishment of external cladding boarding							£1,640					£1,640
	Repair potholes in access road							£4,280					£4,280
	Bowls store replace double doors							£1,090					£1,090
	Install intruder alarm and CCTV		£4,500	£3,640		-£860							£0
THRINGSTONE REC GROUNDS - Bowls Pavilion	Roof works							£20,000					£20,000
24/25 to 26/27 No Figures supplied by Property Services as they haven't had staff or time to undertake the condition surveys. (will be completed next year). Therefore agreed to include an average figure based on 20/21 to 23/24 budgets													
		£13,000	£13,460	£23,240	£1,640	-£1,841		£29,770	£29,377	£20,357	£20,968	£25,000	£66,325
CEMETERY / CHURCHYARDS (Exp Code 0451-0115)													
COALVILLE CLOSED CEMETERY, LONDON ROAD	Tree works	£5,115	£2,060	£0	£344	-£1,716		£1,560	£955	£929	£957	£985	£5,386
	remove & replace wall (option 4)							£45,000					£45,000
	Garden of Remembrance						available space still to be identified. To be included as part of Burial review		£3,000				£3,000
COALVILLE CEMETERY, MEADOW LANE (Broomleys)	creation of additional grave space	£663		£662.50						£2,251			£2,251
	Decorate wrought iron gates to preserve detail		£2,060	£1,274		-£786							£0
	tree works		£1,550	£0	£0	-£1,550		£4,000	£1,639	£1,688	£1,739	£1,791	£10,857
	Path works - sealing							£3,000	£3,000	£3,000	£3,000	£3,000	£15,000
	Toilets - improvements							£0					£0
THRINGSTONE CHURCHYARD - possibly closing in 1 - 2 years (see email from JK 22/07/21)	As a heads up with this letter the diocese are giving us notice that they will be closing the churchyard – at that time it is likely that they will serve notice upon us making us responsible for future maintenance.												£0
		£5,778	£5,670	£1,937	£344	-£4,052		£53,560	£8,594	£7,868	£5,696	£5,776	£81,494
MEMORIALS (Exp Code 0477-0115)													
COALVILLE MEMORIALS	No planned work												£0
		£0	£0	£0	£0	£0		£0	£0	£0	£0	£0	£0
PLAY AREAS (Exp Code 0477-0115)													
ASCOT DRIVE	Replacement equipment	£0	£0					£0	£0	£0	£0	£0	£0
	Fencing works							£7,700	£0	£0	£0	£0	£7,700
ADAM MORRIS WAY	Replacement equipment	£0	£0					£0	£0	£0	£0	£0	£0
BURGESS ROAD	Replacement equipment	£0	£0					£0	£0	£0	£30,315	£0	£30,315
COALVILLE PARK	Replacement equipment	£0	£0					£0	£0	£0	£0	£104,133	£104,133
CROPSTON DRIVE	Replacement equipment	£0	£0					£33,050	£0	£0	£0	£0	£33,050
CLAREMONT DRIVE	Replacement equipment	£0	£8,520		£8,520			£0	£0	£0	£0	£0	£0
GREENHILL BMX	Replacement equipment	£0	£0					£0	£27,318	£0	£0	£0	£27,318
KENDRICK CLOSE	Replacement equipment	£0	£0					£0	£0	£0	£0	£0	£0
MELROSE RD	Replacement equipment	£0	£0					£0	£0	£0	£0	£0	£0
ST FAITHS RD	Replacement equipment	£0	£0					£0	£0	£0	£13,620	£0	£13,620
STADIUM CLOSE	Replacement equipment	£0	£0					£0	£0	£0	£2,037	£0	£2,037
STAPLES DRIVE	Replacement equipment	£0	£0					£0	£0	£0	£0	£0	£0
SHARPLEY AVENUE	Replacement equipment	£0	£0					£17,530	£0	£0	£0	£20,418	£37,948
SUNNINGDALE	Replacement equipment	£0	£0					£0	£0	£0	£0	£3,509	£3,509

[illegible]

THE OVAL	Replacement equipment	£0	£0					£0	£0	£14,358	£4,396	£15,309	£34,063
WESTERN AVENUE	Replacement equipment	£0	£0					£0	£0	£0	£4,396	£4,550	£8,946
		£0	£8,520	£0	£8,520	£0		£58,280	£27,318	£14,358	£54,764	£147,919	£302,639
	TOTAL EXPENDITURE	£18,778	£27,650	£25,176.28	£10,504.00	-£5,893		£141,610	£65,289	£42,583	£81,427	£178,695	£509,605
	LESS FUNDING	-£18,778	-£6,965	£0	£0	£0		-£15,714	£0	£0	£0	£0	-£15,714
	TOTAL COALVILLE SPECIAL EXPENSES	£0	£20,685	£25,176.28	£10,504.00	-£5,893		£125,896	£65,289	£42,583	£81,427	£178,695	£493,891

£0	£15,714	£6,965	£0

£22,679



## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COALVILLE SPECIAL EXPENSES WORKING PARTY –  
WEDNESDAY, 27 APRIL 2022

Title of Report	SCHEDULE OF MEETINGS 2022/23
<b>Presented by</b>	Clare Hammond Democratic Services Officer
<b>Background Papers</b>	None
<b>Purpose of Report</b>	To consider the draft schedule of meetings and workplan for the working party for 2022/23.
<b>Recommendations</b>	<b>TO AGREE THE SCHEDULE OF MEETINGS AND WORK PLAN FOR 2022/23 AS ATTACHED AT APPENDIX 1 OF THIS REPORT.</b>

**1. BACKGROUND**

1.1 Members will recall that they met informally prior to the start of the last meeting of the Coalville Special Expenses Working Party to discuss the frequency of meetings and what the group could consider.

1.2 Members were advised that they could only consider the following:-

- Budget and financial issues which either solely or predominantly affect the Coalville special expenses area and to make recommendations to Cabinet.
- Reports and examine possible project options on which recommendations will be made to Cabinet.

It was noted however, that the terms of reference stated that the working party could meet as often as required to meet business demands.

1.3 During the discussion it was noted that the working party currently met four times a year as a whole group and had at least six further sub-group meetings (budget and events) during the year. Members felt that increasing the number of full meetings of the working party would then reduce the number of sub-group meetings. It was therefore felt that the working party should meet every two months.

1.4 Officers have worked up a schedule of meetings to trial for the civic year 2022/23, which can then be reviewed following the district elections in 2023. A work plan has also been drafted to give members an idea of when the different items would be reported to the group at each meeting.

1.5 When drafting the work plan, it was agreed by officers that there would not be anything to report to the working party in April 2023 as the proposed date would fall within purdah and would only be two weeks before the District Elections, that a meeting not be scheduled for that month.

- 1.6 Members are therefore asked to consider and agree the proposed 2022/23 schedule of meetings for the Coalville Special Expenses Working Party at Appendix 1.

# WORK PLAN FOR COALVILLE SPECIAL EXPENSES WORKING PARTY 2022-2023

Decision	Date of Decision (approx.)	Contacts
<b>June 2022</b>		
21/22 Finance Outturn Report	14 June 2022	Anna Crouch – Finance Team Manager
22/23 – Events Report	14 June 2022	Wendy May – Cultural Services Team Manager
Capital Projects Update	14 June 2022	Jason Knight – Leisure Services Team Manager
<b>August 2022</b>		
22/23 Qtr 1 Finance Update Report	16 August 2022	Anna Crouch – Finance Team Manager
<b>October 2022</b>		
23/24 Budget Discussion	11 October 2022	Anna Crouch – Finance Team Manager
22/23 – Events Report	11 October 2022	Wendy May – Cultural Services Team Manager
Capital Projects Update	11 October 2022	Jason Knight – Leisure Services Team Manager
<b>December 2022</b>		
22/23 Qtr 2 Finance Update Report	13 December 2022	Anna Crouch – Finance Team Manager
22/23 – Events Report	13 December 2022	Wendy May – Cultural Services Team Manager
Capital Projects Update	13 December 2022	Jason Knight – Leisure Services Team Manager
<b>February 2023</b>		
22/23 Qtr 3 Finance Update Report	14 February 2023	Anna Crouch – Finance Team Manager
23/24 Events Report	14 February 2023	Wendy May – Cultural Services Team Manager
Capital Projects Update	14 February 2023	Jason Knight – Leisure Services Team Manager
<b>April 2023</b>		
No items to be considered	19 April 2023	
<b>June 2023</b>		

Decision	Date of Decision (approx.)	Contacts
22/23 Finance Outturn Report	13 June 2023	Anna Crouch – Finance Team Manager
23/24 Events Report	13 June 2023	Wendy May – Cultural Services Team Manager
Capital Projects Update	13 June 2023	Jason Knight – Leisure Services Team Manager