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Meeting	<b>COALVILLE SPECIAL EXPENSES WORKING PARTY</b>
Time/Day/Date	6.30 pm on Tuesday, 10 October 2023
Location	Abbey Room, Stenson House, London Road, Coalville, LE67 3FN
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 15 August 2023	<b>3 - 6</b>
<b>4. CAPITAL PROJECTS UPDATE</b>	
The report of the Leisure Services Team Manager	<b>7 - 14</b>
<b>5. 2023/24 EVENTS UPDATE</b>	
The report of the Head of Property and Economic Regeneration	<b>15 - 20</b>

Circulation:

Councillor M B Wyatt (Chairman)  
Councillor M Burke  
Councillor D Everitt  
Councillor M French  
Councillor J Geary  
Councillor J Legrys  
Councillor J Page  
Councillor J Windram  
Councillor L Windram (Deputy Chairman)

MINUTES of a meeting of the COALVILLE SPECIAL EXPENSES WORKING PARTY held in the Abbey Room, Stenson House, London Road, Coalville, LE67 3FN on TUESDAY, 15 AUGUST 2023

Present: Councillor M B Wyatt (Chair)

Councillors D Everitt, M French, J Geary, J Legrys, J Windram and L Windram

Officers: Mrs A Crouch, Mrs C Hammond, Mr P Wheatley, Mr T Devonshire and Ms S Thirkettle

## **9. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor M Burke and J Page.

## **10. DECLARATIONS OF INTEREST**

Councillor J Legrys declared a registerable interest in all items as a volunteer at Hermitage FM.

Councillor J Geary declared a registerable interest in all items as Director of the Springboard Centre and as the council's representative for Coalville Town Football Club.

Councillor M Wyatt declared a registerable interest in all items as the owner of two businesses in Coalville.

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

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

RESOLVED THAT:

The minutes of the meeting held on 13 June 2023 be confirmed as an accurate record of proceedings.

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

The Finance Team Manager presented the report.

In response to a question about the nature of the briefing set out in the report at 3.7, the Head of Finance confirmed that the briefing session would inform members on the current position and aid the Working Party in setting the budget for next year. It would also, she added, be aimed at clarifying any questions newly elected members of the Working Party may have.

The Head of Property and Regeneration added that information would be provided ahead of the briefing about the implications for the Working Party's budget, with regards to maintaining land at the junction of Broomleys Road.

In response to a question about what appendix A represented, the Head of Finance advised that this was for the previous financial year, and represented significantly less coming from the reserves than originally envisaged, although anything at all coming from the reserves was undesirable. This year the position was even healthier than that, she added, and it was envisaged that a much smaller figure would be needed from the reserves. The Finance Team would also work to improve this further.

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

RESOLVED THAT:

1. The 2022/23 provisional outturn figures and Coalville Special Expense balances as at 31 March 2023 be noted.
2. The 2023/2024 Quarter 1 budget monitoring figures and forecasted outturn as at Quarter 1 for 2023/2024 be noted.
3. That a briefing take place with members of the Working Party during September to provide further details on the information contained within the report.

### **13. 2023/24 EVENTS UPDATE**

The Head of Property and Regeneration presented the report.

In response to a question about how the £20,000 cost for Picnic in The Park was calculated, the Head of Finance advised that it was the net figure, and consequently included all income received for the event.

The Chair requested that next year the incoming money for the event was explicitly noted – the Head of Finance was happy for to proceed with this suggestion going forwards.

Following on from this a member requested going forwards a balance sheet be produced for each future event for the Working Party to examine – the Chair concurred, and Officers were happy to proceed with this suggestion going forwards.

In response to a question about the time span for when the light columns would fail, the Head of Property and Regeneration advised that this year they would be fine, next year they would stress test again, and if failures continued at the current rate the light columns could well prove to be unviable.

In response to a question about Marlborough Square and the November deadline, the Head of Property and Regeneration advised that the contractor would suspend work a week before the Christmas celebrations, in a manner most conducive to public safety and leisure. He added that he was awaiting further clarification on certain matters from the contractors. It was unlikely that there would be a Christmas tree or lights in Marlborough Square this Christmas.

In response to a question about Christmas activities at Newmarket and how these would be impacted by the work on Marlborough Square, the Head of Property and Regeneration advised that they would have to assess this nearer to the time, with an emphasis when making that decision on public safety.

In response to a question about Needhams Walk car park and whether permission had been attained to close it, the Head of Property and Regeneration advised that they were working with the organisation who owns the car park.

In response to a question about contingencies should the Christmas event at Needhams Walk be cancelled, the Head of Property and Regeneration accepted the concerns, but advised that the Council was dependent on relations with third parties, which were subject to fluctuations over time. There could therefore be no guarantees, but contingency plans would be put in place. On a longer term basis, the Marlborough Square project would provide the organisation with a pedestrianised public space. He then illuminated the considerations behind event planning in the town when the available space was considered.

In response to a question about stress testing the light columns, the Head of Property and Regeneration set out how it worked and invited members to join him if they wanted to see this in greater detail.

Several Members commended Officers for the Coronation event and Picnic in the Park.

A couple of Members wondered about the feasibility of bussing the public into the town for celebrations. The Head of Property and Regeneration advised that Officers had been looking at using County Council car parks and would approach them about other car parks Members had suggested.

Following a discussion amongst members, Officers clarified that the recommendations of the report the Working Party were voting on superseded the discussions of the Events Working Group. Therefore, after all Members affirmed that they did want the fun fair to go ahead, it was accepted that there was no need to amend the recommendations as this was already reflected within the report.

Several Members expressed their regrets at the damage done recently to Coalville Park and praised the work of the Parks Team in dealing with the matter.

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

RESOLVED THAT:

The Working Party notes the progress made against the 2023/24 Events and Christmas Lights Programme.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.22 pm

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## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COALVILLE SPECIAL EXPENSES WORKING PARTY –  
TUESDAY, 10 OCTOBER 2023

<b>Title of Report</b>	<b>CAPITAL PROJECTS UPDATE</b>
<b>Presented by</b>	Jason Knight Leisure Services Team Manager
<b>Background Papers</b>	None
<b>Financial Implications</b>	<p>If the Community Woodland Project at Sharpley Avenue Recreation Ground is not delivered, this will cost the Coalville Special Expense budget an additional £1,200 that has not been budgeted for.</p> <p><b>Signed off by the Section 151 Officer:</b> Yes</p>
<b>Legal Implications</b>	<p>None identified</p> <p><b>Signed off by the Monitoring Officer:</b> Yes</p>
<b>Staffing and Corporate Implications</b>	<p>None identified</p> <p><b>Signed off by the Head of Paid Service:</b> Yes</p>
<b>Purpose of Report</b>	To update members with regards to capital projects within the Coalville Special Expenses Area and to seek approval on the recommendations within the report.
<b>Recommendations</b>	<p><b>THE WORKING PARTY;</b></p> <ul style="list-style-type: none"> <li>• <b>NOTES THE PROGRESS UPDATE ON THE 2023/24 CAPITAL PROJECTS</b></li> <li>• <b>CONSIDERS WHETHER THEY WOULD LIKE TO MAKE A RECOMMENDATION TO CABINET TO CHANGE THEIR DECISION TO REPLACE THE PLAY EQUIPMENT AT CLAREMONT DRIVE PLAY AREA, AND INSTEAD RECOMMEND TO CABINET THAT THE EQUIPMENT BE REMOVED AND A MORE BIODIVERSE AREA CREATED, SAVING £7,000 FROM EARMARKED RESERVES THAT CAN BE TRANSFERRED BACK INTO COALVILLE SPECIAL EXPENSE BALANCES.</b></li> <li>• <b>MAKES A RECOMMENDATION TO CABINET ON WHETHER TO PROGRESS THE COMMUNITY WOODLAND PROJECT AT SHARPLEY AVENUE RECREATION GROUND, CONSIDERING THE BENEFITS IT WILL BRING AND THE ESTIMATED COST TO THE COALVILLE SPECIAL EXPENSE BUDGET OF £1,200 IF THE PROJECT IS NOT DELIVERED.</b></li> </ul>

## **1.0 2023/24 CAPITAL PROJECTS**

### **1.1 Lillehammer Drive - £7,514 (S106)**

All legal elements have been completed, including the signing of the lease, and the site is now under the management of Belvoirdale School. The landscaping of the area using s106 funding will take place prior to Christmas.

### **1.2 Coalville in Bloom 2023 £5,000**

The scheme has been delivered for 2023.

### **1.3 CSE Assets**

The Asset Management Plan approved as part of the 2023/24 budget setting process is attached as Appendix A. All works budgeted for in 2023/24 along with those outstanding from 2022/23 will be delivered during the financial year.

#### **1.3.1 Asset Management 2023/24**

As per the Asset Management Plan (attached as Appendix A), the following works are planned to be delivered in 2023/24;

##### Refurbishment of Disabled Toilets at Coalville Park - £4,500

This work will be undertaken later in the year, subject to being able to deliver the works within budget.

##### Scotlands Bowls Pavilion Repairs and Maintenance - £3,000

A scheme of works is being developed by Property Services which will be considered as part of the wider feasibility assessment of the bowls and changing pavilions on site.

##### Broomleys Cemetery Pathworks - £4,130

Due to the contractor delaying these works for capacity reasons, they will now be delivered in October.

##### St Faiths Road Play Area Equipment Removal and Creation of a More Biodiverse Area - £2,500

In order to deliver economies of scale, this work will be undertaken once a decision has been reached on whether to remove or replace the play equipment at Claremont Drive.

##### Staples Drive Play Area Fencing Works - £10,340

Alternative options are being considered for the delivery of this work due to quotes exceeding the budget.

#### **1.3.2 Earmarked Reserves (carried forward from 2022/23)**

##### Scotlands Recreation Ground Bowls Pavilion Access Road Pothole Repairs - £4,054

This work will be undertaken later in the year.

##### Broomleys Cemetery Tree Works - £4,000

These works will be undertaken in autumn.

##### Broomleys Cemetery Pathworks - £3,000

Due to the contractor delaying these works for capacity reasons, they will now be delivered in October.

##### Cropston Drive (£33,050) and Sharpley Avenue (£19,660) Play Areas Equipment Replacement



Soft market testing has been undertaken to develop proposals and indicative costs. Subject to ward member support, and pending a decision on the replacement equipment at Claremont Drive, the procurement of the equipment will commence. 50% of the replacement costs has been secured from the Bardon Community Fund.

#### Claremont Drive (£8,520) Play Area Equipment Replacement

Cabinet has previously approved the replacement of the equipment following a recommendation from the Working Party. At the June meeting of the group, it was agreed that members would visit the site to determine if they wanted to make a recommendation to Cabinet to remove the equipment and create a more biodiverse area rather than replacing it. If a more biodiverse option were implemented, this would save Coalville Special Expenses £7,000 on this project in 2023/24, as well as reducing ongoing maintenance costs.

#### 1.4 Trees in Coalville

Due to capacity issues, Leicestershire County Council was unable to plant additional trees on highway verges on Meadow Lane, Abbots Oak Drive, and Blackwood in 2022/23. This work will now be completed during winter 2023/24.

#### 1.5 Sharpley Avenue Recreation Ground Community Woodland

With support from the previous Portfolio Holder for Community Services and Ward Member, an application was approved by the National Forest Company to provide 100% funding to develop a community woodland of 645 trees and shrubs. The project commenced in late 2022 in partnership with the National Forest and the Rural Communities Council (RCC). An initial design proposal was developed and local residents were engaged on this by the RCC. To promote the engagement event held at Hall Lane Methodist Church, leaflets were distributed to all houses on Sharpley Avenue, it was promoted on the Next Door app and Facebook, and posters were displayed. Thirty people attended the engagement event and the proposal was well received, with a general view that it struck the right balance between woodland and open space provision on the site. Various comments led to the design being refined and the intention is to engage residents again on the revised design as shown at Appendix B before commencing with the tree planting. There is a requirement of the funding that a community group is established and trained and they take the responsibility for maintaining the woodland. This element is managed by the RCC.

The aims of the project are;

- To plant 645 trees and shrubs in support of the Council's Zero Carbon commitment
- To create a community woodland area to help support biodiversity in North West Leicestershire
- To engender a sense of community ownership at the recreation ground with a view to helping tackle issues around Anti-Social Behaviour (ASB)
- To create a biodiverse area that is more conducive for people to visit than just an open space, with more visitors on site also helping to tackle issues around ASB
- To create a space that would be more conducive to supporting the health and wellbeing of residents due to the biodiverse nature of it
- To maximise the offer at the site to one that extends beyond just an open space, whilst still retaining a significant amount of open space for those that wish to access that

Members are asked if they are supportive of the project being delivered, and to make a recommendation to Cabinet to allow this to happen, or whether the project should cease. It should be noted that if the project isn't delivered, then as well as the

reputational risk to the Council, the potential to damage the relationship between the Council, the National Forest, and the RCC, and the loss of community engagement to support the Recreation Ground, Coalville Special Expenses would also have to stand a cost estimated to be £1,200 to cover the costs that the National Forest and RCC have incurred to date.

COALVILLE SPECIAL EXPENSES - 23/24			
Asset/Site	Brief Description of Works	C/Fwd's into 23/24 as EMR's	2023/24 Budget
PARKS AND RECREATION (Exp code 0477-0115)			
COALVILLE PARK - Public Conveniences	Refurbishment of disabled of disabled toilets.		£4,500
CROPSTON DRIVE - Pavilion	No planned work		
MELROSE ROAD RECREATION GROUND - Pavilion	No planned work		
OWEN STREET - Pavilion	No planned work		
SCOTLANDS RECREATION GROUND - Sports Pavilion	Repairs to pot holes in access road	£4,054	
	Ongoing revenue commitments to repairs & mtce		£3,000
SCOTLANDS RECREATION GROUND - Bowls pavilion	No planned work		
THRINGSTONE REC GROUNDS - Bowls Pavilion	No planned work		
		£4,054	£7,500
CEMETERY / CHURCHYARDS (Exp Code 0451-0115)			
COALVILLE CLOSED CEMETERY, LONDON ROAD	No planned work		
COALVILLE CEMETERY, MEADOW LANE (Broomleys)	Tree works	£4,000	
	Path works - sealing	£3,000	£4,130
		£7,000	£4,130
MEMORIALS (Exp Code 0477-0115)			
COALVILLE MEMORIALS	No planned work		
		£0	£0
PLAY AREAS (Exp Code 0477-0115)			
ASCOT DRIVE	Fencing works		£1,540
ADAM MORRIS WAY	No planned work		
BURGESS ROAD	No planned work		
COALVILLE PARK	No planned work		
CROPSTON DRIVE	Replacement equipment	£33,050	
CLAREMONT DRIVE	Replacement equipment	£8,520	
GREENHILL BMX	No planned work		
KENDRICK CLOSE	No planned work		
MELROSE RD	No planned work		
ST FAITHS RD	Replacement equipment		£2,500
STADIUM CLOSE	No planned work		
STAPLES DRIVE	Fencing works		£10,340
SHARPLEY AVENUE	Replacement equipment	£17,530	
SUNNINGDALE	No planned work		
THE OVAL	No planned work		
WESTERN AVENUE	No planned work		
		£59,100	£14,380
	TOTAL EXPENDITURE	£70,154	£26,010

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# Sharpley Avenue Woodland Creation Design DRAFT

The new woodland creation scheme proposed at Sharpley Avenue will enhance the local park by creating new, accessible native broadleaved woodland on the edge of Coalville.

The new woodland will be planted with mixed species including rowan, silver birch, whitebeam, hazel, wild cherry, alder, small-leaved lime, dog rose, hawthorn and oak, amongst other more minor broadleaved shrub species. Compartment 3 shall be dominated by shrubs and small trees to include hazel, hawthorn, silver birch, field maple and other minor species.

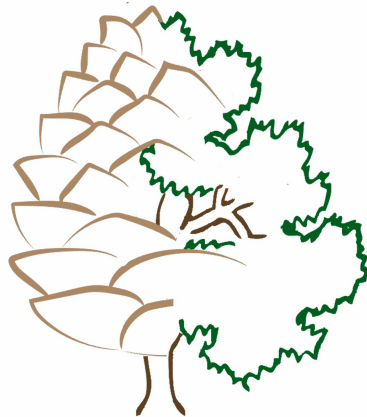
Shrubs shall be concentrated around the edges of the woodland compartments to create a graduated woodland edge and maximise edge nesting habitat. Tree species shall be intimately mixed throughout the site to create attractive, mixed woodlands which are resilient to future threats from pest, disease and climate change.

In compartments 1 and 2, the trees shall be planted at 2,250 stems per hectare, giving a planting width of 2.1m between the trees and in the row.

In compartment 3, the trees shall be planted at 1,100 stems per hectare, giving a planting width of 3m between trees and in the row.

645 trees and shrubs shall be planted as part of this scheme.

The boundaries of the woodland compartments shall be fenced to protect the trees from accidental mowing damage and to allow them to establish within the park setting. Once the trees are maturing, the fence line can be removed. Each tree shall be individually protected with a 0.6m or 0.75m tree guard, which shall either be biodegradable, or will be recycled at the end of its useful life. Individual tree protection is required to protect against mammal damage and to allow for easier maintenance during the establishment phase.



Robinson Forestry Ltd

## Legend

- Fencing (3 strand wire)
- Powerline
- Woodland Compartment



June 2023



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## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COALVILLE SPECIAL EXPENSES WORKING PARTY –  
TUESDAY, 10 OCTOBER 2023

<b>Title of Report</b>	<b>2023/24 EVENTS UPDATE</b>
<b>Presented by</b>	Paul Wheatley Head of Property and Regeneration
<b>Background Papers</b>	None
<b>Financial Implications</b>	<p>There are no direct financial implications arising from this report. All proposals are within the 2023/24 events budget. The financial implications are covered in the Finance Update report (agenda item 4).</p> <p>The draft 2024/25 events programme is subject to confirmation of the 2024/25 Coalville Special Expenses approved budget.</p> <p><b>Signed off by the Section 151 Officer: Yes</b></p>
<b>Legal Implications</b>	<p>The holding of events in Coalville is a discretionary service. The CSEWP recommends to Cabinet the events it wishes to run in the year using its available budget.</p> <p><b>Signed off by the Monitoring Officer: Yes</b></p>
<b>Staffing and Corporate Implications</b>	<p>Staff resources are used to manage and deliver the agreed events programme with the associated costs charged to the Special Expenses budget.</p> <p><b>Signed off by the Deputy Head of Paid Service: Yes</b></p>
<b>Purpose of Report</b>	To present an update of the 2023/24 events programme and the 2024/25 draft events programme to Coalville Special Expenses Working Party.
<b>Recommendations</b>	<p><b>THAT THE WORKING PARTY</b></p> <p><b>1) NOTES THE PROGRESS MADE AGAINST THE 2023/24 EVENTS AND CHRISTMAS LIGHTS PROGRAMME</b></p> <p><b>2) NOTES THE 2024/25 DRAFT EVENTS PROGRAMME</b></p>

**1. BACKGROUND**

1.1 The following event and Christmas lights programme is scheduled for delivery in 2023/24 supported by Coalville Special Expenses budget.

1.2 Two events have been delivered: King Charles III Coronation Celebrations and Picnic in the Park. Christmas in Coalville and the Christmas lights programme remains to be delivered in 2023/24.

1.3 Planning for 2024/25 events programme is already being considered, current planning is using 2023/24 budget and officer resource information for guidance, budget and officer resource growth is not assumed.

## 2. 2023/24 EVENTS PROGRAMME

### 2.1 The 2023/24 events programme

Date	Event	Description	Allocated budget	Expenditure	Income	Status
28 April to 14 May	King Charles III Coronation Celebrations	A series of events / activities to celebrate the coronation of King Charles III	£4,000	£6,624.18	£2,690.11 <sup>1</sup>	Delivered
	<sup>1</sup> grant received from Bardonia Community Fund, this allowed additional activities (dressing the town centre, art initiatives and the Coronation photo area)					Delivered under budget
18 June	Picnic in the Park	A free family event in Coalville Park, featuring a main stage, live music, craft and food stalls, on field activities and entertainment and local charity stalls	£25,900 <sup>2</sup>	£16,000 <sup>3</sup>	£2,432.00 <sup>4</sup>	Delivered
	<sup>2</sup> The estimated expenditure of £25,900 was originally set against a target income of £5,900. It was anticipated that the target income was unrealistic, therefore the working budget was set more realistically at £20,000 <sup>3</sup> This is still an estimate as departmental recharges (waste, parks and event overtime is to be confirmed) <sup>4</sup> £1,932 generated from stall revenue and £500 sponsorship from Everyone Active toward youth activities (climbing wall)					Delivered under budget
25 Nov	Christmas in Coalville	A day of Christmas festivities in Coalville town centre (details of programme for the day to be discussed at a future meeting of CSEWP Events sub group meeting)	£14,600	On target	On target	Advanced planning
25 Nov to 4 Jan 2024	Coalville Christmas Decorations	Town centre Christmas decorations, comprising of lamp post mounted decorations, bespoke decorations on Memorial Clock Tower, pea lights in trees (High Street and Memorial Square) and one large Christmas tree (Memorial Square)	£30,000	On target	On target	Advanced planning – installation contract agreed until January 2027

2.2 It is anticipated that the events and Christmas lights programme will be delivered within the 2023/24 allocated budget. Officers remain mindful of the budget



challenges and are committed to delivering good quality events aiming to support budget savings without compromising the event.

## 2.3 Christmas in Coalville

2.3.1 Event planning is well underway. It should be noted:

- a) Event planning is progressing, with £12,000 of the budget already committed (stage, satellite stage, pa, performances, street entertainers, attractions and laser show finale).
- b) The use of the preferred venues of Belvoir Shopping Centre (BSC) and Needham's Walk car park are still subject to receiving permission from Gylo, several requests have been submitted.
- c) Alternative locations are being considered, these include: London Road car park (NWLDC) or Snibston Colliery Park (LCC).
- d) Funfairhires Ltd have been contacted regarding locating the fun fair in either London Road car park or Whitwick Road car park (old council offices), they have concerns regarding the distance of the funfair from the proposed locations of the main event (BSC and Needham's Walk) and predicted low footfall. It is highly unlikely that they will attend the event if these are the only location options. Alternative locations such as Bridge Road car park (Gylo) and Old Market Hall car park (requires Gylo permission for alternative use) are not suitable as they are being prioritised for customer car parking, also permission to use these areas is required from Gylo.
- e) Inclusion of children's rides in BSC (Broadway Avenue off High Street) is still considered possible (subject to venue permission from Gylo).
- f) Location confirmation is required by the end of September as event communication is scheduled to start week commencing 9 October, this will include engagement with businesses and shopkeepers regarding the various competitions and trails, followed by event communications to residents and visitors.

2.3.2 Event planning is progressing against the risk of not having a venue confirmed to host the event, the booking of infrastructure, event entertainment and laser show can not be delayed as to do so would jeopardise the ability to book them in the future and resulting in the inability to deliver an event.

## 2.4 Draft Events Programme 2024/25

2.4.1 In preparation for the 2024/25 budget setting process, the following draft events programme is presented for consideration. The draft has been set against the 2023/24 budget and officer resource available to deliver the work. The estimated cost is included for guidance at this stage and may alter as part of the budget setting process.

Date	Event	Description	Estimated budget
Summer	Celebrating 125 years of Coalville Park Summer event	Member direction on which event they would wish to run is sought. Within budget it should be possible to deliver either a one-day Picnic in the Park event or smaller Cinema in the Park event (compared to 2022).	£20,000
23 Nov	Christmas in Coalville	A day of Christmas festivities in Coalville town centre (details of	£14,600

		programme for the day to be agreed at a future meeting of CSEWP).	
23 Nov to 4 Jan 2024	Coalville Christmas Decorations	Town centre Christmas decorations, comprising of lamp post mounted decorations (where permitted), bespoke decorations on Memorial Clock Tower, pea lights in trees (High Street and Memorial Square and two large Christmas trees.	£34,000* *the estimated budget has been increased by £4,000 to allow for the additional investment anticipated in 2024/25.

2.4.2 It is proposed that the summer event in Coalville Park in 2024/25 is an event to celebrate the 125th anniversary of Coalville Park.

2.4.3 The officer time costs required to deliver the above draft programme will be included in the budget process setting. If the draft programme is subject to change this could impact on the officer time allocated to deliver the programme, this will be considered as part of the budget setting process.

### 3. COALVILLE CHRISTMAS LIGHTS

3.1 Coalville Christmas lights display comprises of the following (no change as reported to the meeting on 15 August):

- 22 pole mounted decorations on lamp columns (25 working decorations in stock)
- Memorial clock tower wall mounted decorations
- Pealights in trees (High Street and Memorial Square trees)
- Christmas tree lights for large Christmas trees (due to Marlborough Square public realm works 2023, there will be only one large Christmas tree in Coalville this year, this will be reinstated in 2024 in a new location in Marlborough Square as part of the redesigned public realm)

3.2 New power cables will be installed in the trees on High Street and single sockets will be replaced with double sockets (early October). The cables will be installed in October (alongside the pealight installation) and removed in January (when the lights are removed), this will allow for the cables to be annually tested, should increase their life expectancy and result in less clutter in the trees from January to October.

3.3 As reported to the August meeting, alternative costed options for future Christmas lighting displays are being investigated, it is proposed the brief will include the following options:

- a) Wrapped pea lights in trees in High Street and Memorial Square (currently the lights are swagged in the trees)
- b) Wrapped pea lights in trees in Marlborough Square (new)
- c) Free standing lighting displays in Marlborough Square (new)
- d) Swagging pea lighting / festoons in Marlborough Square (new) from lamp columns
- e) Pea lights wrapping lamp columns (to replace pole mounts) in various locations and prioritising Belvoir Road – this product has minimal weight and no windage implications, creating no / minimal structural stress (new)

All of the above will be costed independently and could be implemented over a phased period to allow for inclusion in future budget setting processes.

3.4 Lighting options for two further areas: Stenson Square and the Customer Service Centre are being considered. The public realm and landscaping design brief for Stenson Square will incorporate a dynamic lighting system that can be used throughout the year, including Christmas. The Customer Service Centre will be illuminated internal and externally (if this can be achieved in 2023). These options will not be funded by CSE budget.

3.5 Coalville Christmas lights storage, installation, removal and testing is undertaken by Field and Lawn, the contract was awarded on 7 September 2022 as a five year contract.

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