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Meeting	COALVILLE SPECIAL EXPENSES WORKING PARTY
Time/Day/Date	6.30 pm on Tuesday, 7 October 2025
Location	Stenson House, London Road, Coalville, LE67 3FN
Officer to contact	Democratic Services (01530 454512)

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATIONS OF INTEREST	
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.	
3. MINUTES	
To confirm the minutes of the meeting held on 10 June 2025.	3 - 4
4. EVENTS UPDATE 2025/26	5 - 10
The report of the Head of Economic Regeneration.	
5. CAPITAL PROJECTS UPDATE 2025/26	11 - 16
The report of the Leisure Services Team Manager.	

Circulation:

Councillor M B Wyatt (Chair)
Councillor M Burke
Councillor D Everitt
Councillor M French
Councillor J Geary
Councillor J Legrys
Councillor J Windram
Councillor L Windram (Deputy Chair)
Councillor C Beck

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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, 10 JUNE 2025

Present: Councillor M B Wyatt (Chairman)

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

Officers: Ms E Knight, Mrs W May, Mrs C Hammond and Mr P Wheatley

1. APPOINTMENT OF CHAIR

Nominations were sought for the Chair of the Working Party for the ensuing municipal year.

It was moved by Councillor L Windram that Councillor M Wyatt be appointed as Chair of the Working Party.

The motion was seconded by Councillor J Geary.

Upon being put to the vote it was

RESOLVED THAT:

Councillor M Wyatt be appointed Chair of the Working Party for 2025/26.

2. APPOINTMENT OF DEPUTY CHAIR

It was moved by Councillor M Burke, seconded by Councillor M French and

RESOLVED THAT:

Councillor L Windram be appointed as Deputy Chair of the Working Party for 2025/26.

3. APOLOGIES FOR ABSENCE

There were no apologies received.

4. DECLARATIONS OF INTEREST

There were no interests declared.

5. MINUTES OF THE PREVIOUS MEETING

Consideration was given to the minutes of the meeting held on 10 December 2024.

It was moved by Councillor J Geary, seconded by Councillor L Windram, and

RESOLVED THAT:

The minutes of the meeting held on 10 December 2024 be approved as an accurate record of proceedings.

6. EVENTS UPDATE

The Head of Property and Economic Regeneration presented the report.

A member complimented the report and supported the use of Marlborough square again but noted some concerns in relation to the increased risk of incidents of cars being driven in to crowds at events. He asked to see risk assessments and the measures that would be put in place to mitigate the risks. He also sought assurances on how the numbers of people on the square at any one time would be limited.

The Head of Property and Economic Regeneration advised the members that hostile vehicle mitigation had been looked into for the square and the team had been in contact with Counter Terrorism officer at Leicestershire Police. It was also noted that the Health and Safety Officer had undertaken risk assessments and suggested measures to put in place based on the assessment. He agreed to share the information outside of the meeting.

The Principal Economic Development Officer advised that the Emergency Planning group had been looking at Martin's Law and that the traffic management company that was used for Ashby Statutes would be used for the Christmas Event.

In response to questions raised by a member in relation to the Christmas lights, the Principal Economic Development Officer advised that the lights were reused each year and were checked before being put in situ, and that the lights were only disposed of if they were beyond repair. She also agreed to make a breakdown of the total amount spent on the lights, including storage, repair and replacing, each year would be circulated outside of the meeting.

The Chairman thanked Members for their comments.

7. COALVILLE PARK - JUNIOR PARKRUN

The Health and Wellbeing Team Leader presented the report to members.

Members were fully supportive of the event and felt that it would be a great way of bringing families into the town on a Sunday.

In response to some questions from members, the Health and Wellbeing team leader advised that she would confirm outside of the meeting if the volunteers would require enhanced DBS checks, and that the park would remain open for during the event, but it would be requested of other users that respect be given to the runners.

It was suggested by the Chair, that if the Parkrun was a charitable organisation, they could apply for the Community Lottery.

It was moved by Councillor J Legrys, seconded by Councillor L Windram and

RESOLVED THAT:

Cabinet be recommended to support the proposal to deliver a weekly junior parkrun at Coalville Park.

The meeting closed at 7.04pm
Councillor M Burke left the meeting at 6.35pm

Councillor M Burke left the meeting at 6.35pm

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.04 pm

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COALVILLE SPECIAL EXPENSES WORKING PARTY –
TUESDAY, 7 OCTOBER 2025

Title of Report	EVENTS UPDATE 2025/26
Presented by	Paul Wheatley Head of Property and Regeneration
Background Papers	None
Financial Implications	All proposals are within the 2025/26 events budget. The draft 2026/27 events programme is subject to confirmation of the 2026/27 Coalville Special Expenses approved budget.
	Signed off by the Section 151 Officer: Yes
Legal Implications	The holding of events in Coalville is a discretionary service. The Coalville Special Expenses Working Party (CSEWP) recommends to Cabinet the events it wishes to run in the year using its available budget.
	Signed off by the Deputy Monitoring Officer: Yes
Staffing and Corporate Implications	Staff resources are used to manage and deliver the agreed events programme with the associated costs charged to the Special Expenses budget.
	Signed off by the Head of Paid Service: Yes
Purpose of Report	To present an update of the 2025/26 Events and Christmas Lights Programme and the 2026/27 Draft Events Programme to the Coalville Special Expenses Working Party.
Recommendations	THAT THE WORKING PARTY: <ol style="list-style-type: none"> 1) NOTES THE PROGRESS MADE AGAINST THE 2025/26 EVENTS AND CHRISTMAS LIGHTS PROGRAMME 2) NOTES THE 2026/27 DRAFT EVENTS PROGRAMME

1.0 BACKGROUND

- 1.1 The following Events and Christmas Lights Programme is scheduled for delivery in 2025/26 supported by the Coalville Special Expenses budget.
- 1.2 Music and Picnic in the Park has been delivered on time and within budget. Planning is underway for the Christmas in Coalville event and Christmas Lights Programme for 2025/26.
- 1.3 Planning for the 2026/27 events programme is also underway. No increase or decrease in budget or officer capacity is assumed at this stage.

2.0 2025/26 EVENTS PROGRAMME

The 2025/26 events programme is set out as below:

Date	Event	Description	Allocated budget	Target income	Status
5 and 6 July 2025	Music and Picnic in the Park	A weekend of family focused entertainment and activities in Coalville Park. An evening of song, music, performance and entertainment (Saturday) A family fun day in Coalville Park, featuring a main stage, music, performances, entertainment, activities, workshops, stalls, food and drink (Sunday)	£20,000	£2,000	Delivered
29 Nov 2025	Christmas in Coalville	A day of Christmas festivities in Coalville town centre	£14,600	£1,000	Advanced planning
29 Nov 2025 to 4 Jan 2026	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 one large Christmas tree in Memorial Square (Nordmann variety as 2024)	£30,000	NIL	Advanced planning – installation contract agreed until January 2027

- 2.1 **Music and Picnic in the Park, 5 and 6 July** – The event had good weather resulting in very good attendance on both days, with no incidents or accidents reported. The event was delivered on budget and the income target was exceeded.
- 2.2 **Christmas lights** – Decorations this year include: a Nordmann Christmas tree in Memorial Square, decorations on the four faces of Memorial Clock Tower, pea

lights in permanent trees in Memorial Square and High Street and pole mounted decorations on lamp posts in Memorial Square, Ashby Road, Hotel Street, Marlborough Square and Jackson Street.

- 2.2.1 The town centre decorations will also include the 22 artificial trees (Marlborough Square) and nine boa wraps (Belvoir Road), which were introduced to the decoration schedule in 2024 and a Nordmann Christmas tree for Marlborough Square, made possible by funding from the UKSPF grant. The maintenance, installation and take down of these decorations is funded by the Council's general fund (Economic Regeneration budget) as they relate to the Council's Coalville Regeneration Framework initiatives.

- 2.3 **Christmas in Coalville** will take place on Saturday 29 November. The event is scheduled for delivery based on the event that was planned in 2024, after the event programme was unfortunately reduced due to Storm Bert.

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

- a) That a significant amount of the budget is already committed (stage, satellite stage, public address (pa) system, performances, street entertainers and attractions).
- b) The use of the preferred venues of Belvoir Shopping Centre (BSC) and Needham's Walk car park are subject to receiving formal written permission from Gylo. This has been requested.
- c) It is proposed that the following locations will be used:
 - i. **Marlborough Square** – main stage, street performers and entertainment (the majority of the square will remain available creating a safe space to accommodate the audience). The road closure arrangements are in place.
 - ii. **Belvoir Shopping Centre** – satellite stage (recorded music and small performances), street performances and food, drink and craft stalls.
 - iii. **Needham's Walk car park** – small funfair rides and side stalls.
 - iv. **Market Hall car park** – to be used as a car park.
- d) Christmas window competitions – it is proposed that the two competitions: Best Dressed Window and Best Illuminated Business are organised again this year.
- e) Christmas Trail – a new Christmas Trail will also be launched, in liaison with local businesses, which will run throughout December to encourage footfall and visitors to shop locally throughout the town centre over the festive period.

2.4 **Draft Events Programme 2026/2027**

- 2.4.1 In preparation for the 2026/27 budget setting process, the following draft events programme is presented for consideration. The draft has been set against the 2025/26 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
4 and 5 July 2026	Music and 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.	£20,000
28 Nov 2026	Christmas in Coalville	A day of Christmas festivities in Coalville town centre.	£14,600
28 Nov 2026 - 3 Jan 2027	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.	£30,000

- 2.5.2 It is proposed that the summer event in Coalville Park in 2026/27 is delivered over two days (Saturday evening and Sunday afternoon) on 4 and 5 July 2026. Setting a date is required to secure infrastructure such as the main stage.
- 2.5.3 The officer time costs required to deliver the above draft programme will be included in the budget setting process. 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.

Policies and other considerations, as appropriate	
Council Priorities:	Planning and regeneration
Policy Considerations:	None
Safeguarding:	None
Equalities/Diversity:	None
Customer Impact:	The provision of events and festive lighting create pride in the district's town centres.
Economic and Social Impact:	Additional expenditure generated within a defined area, as a direct consequence of staging events. Access for all to local free and affordable events.
Environment, Climate Change and Zero Carbon	Supporting the Zero Carbon agenda through the delivery of local events and renewing Christmas lighting stock to reduce energy consumption.
Consultation/Community/Tenant Engagement:	None
Risks:	None identified
Officer Contact	Paul Wheatley Head of Property and Regeneration paul.wheatley@nwleicestershire.gov.uk

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COALVILLE SPECIAL EXPENSES WORKING PARTY –
TUESDAY, 7 OCTOBER 2025

Title of Report	2025/26 CAPITAL PROJECTS UPDATE
Presented by	Jason Knight Leisure Services Team Manager
Background Papers	None
Financial Implications	All works are covered within existing budgets or through external funding sources.
	Signed off by the Section 151 Officer: Yes
Legal Implications	None
	Signed off by the Deputy Monitoring Officer: Yes
Staffing and Corporate Implications	None
	Signed off by the Head of Paid Service: Yes
Purpose of Report	To update members with regards to capital projects within the Coalville Special Expenses Area.
Recommendations	THAT THE WORKING PARTY: NOTES THE PROGRESS UPDATE ON THE 2025/26 CAPITAL PROJECTS

1.0 2025/26 CAPITAL PROJECTS**1.1 Coalville Special Expenses Assets**

The Asset Management Plan approved as part of the 2025/26 budget setting process is attached as **Appendix A**. All works budgeted for in 2025/26 will be delivered during the financial year.

Greenhill Recreation Ground Changing Pavilion - £9,000

This includes work to treat the walls, remove graffiti, decorate internally and externally, and the installation of a new extract fan. Work is being managed and delivered by the Property Services and quotes have been obtained which come in within budget. Consequently, the works will be delivered over winter.

Scotland Recreation Ground Drive Repairs - £1,903

This work has been completed, and this item will be removed from future reports.

London Road Cemetery Tree Works - £1,050

These works will be delivered during winter 2025/26.

London Road Cemetery Footpath Repairs and Levelling - £10,000

This work is being managed and delivered by Property Services. Quotes have been obtained which come within budget and so subject to corporate approval being given for works to be undertaken, works will be completed prior to 31 March 2026.

Broomleys Cemetery Tree Works - £1,930

These works have commenced and will be completed during winter 2025/26.

Broomleys Cemetery Path Sealing - £13,105

Subject to being able to procure a contractor to deliver these works, they will be delivered prior to the end of March 2026.

Broomleys Cemetery Driveway and Path Repairs - £12,000

This work is being managed and delivered by Property Services. Quotes have been obtained which come within budget and so subject to corporate approval being given for works to be undertaken, works will be completed prior to 31 March 2026.

Play Area Painting - £5,400

Cropston Drive Play Area has been completed. All outstanding works will be delivered prior to the end of March 2026.

Stadium Close Play Area Equipment Replacement - £2,450

This work will be completed prior to the end of March 2026.

Staples Drive Play Area Entrance Gates - £3,000

This work has been completed, and this item will be removed from future reports.

1.2 **Trees in Coalville**

External funding has been obtained, and plans are being developed to plant trees at the following sites:

- Cropston Drive Recreation Ground
- Stadium Close Play Area
- Western Avenue Recreation Ground

The funding covers the planting of the trees and the first three years of maintenance.

1.3 **Junior Parkrun**

Following support at the last meeting of the Coalville Special Expenses Working Party, preparations are ongoing to launch a Junior Parkrun at Coalville Park in spring 2026. There are currently 22 volunteers willing to support the weekly event.

1.4 **Coalville in Bloom**

The scheme for 2025 has been delivered. There have been concerns raised around the quality of the hanging baskets and these are being investigated by officers whilst also considering alternative options for 2026. The number of hanging baskets purchased by local businesses decreased from eleven in 2024 to six in 2025.

Officers will begin to develop proposals and options for 2026 and will agree these with the Chair of the Working Party.

1.5 Scotlands Bowls Club

Discussions are ongoing with Scotlands Bowls Club to give them a long-term lease for the site rather than the rolling annual licence they currently have. This will give them full maintenance responsibility for the pavilion, the bowling green, and the surrounding area. It is hoped the lease will be in situ by April 2026 and it is anticipated this will save the Coalville Special Expense budget £12,000 per annum.

1.6 Melrose Road Recreation Ground

Following approval from Cabinet, Melrose Road Recreation Ground has been accepted onto the Football Foundation (FF) Home Advantage Programme. After advertising for expressions of interest, the Council is currently working in partnership with Ingles Football Club and the FF to develop a long-term lease of the area for Ingles FC. Once agreed, the lease through the scheme will allow the football club to access up to £250,000 of external funding to improve on-site facilities including the pitch, the changing provision, and security. The funding also allows the Council to access up to £25,000 of external funding to cover costs incurred during the process. It is hoped the lease will be in situ by summer 2026 and it is anticipated this will save the Coalville Special Expense budget £3,000 per annum.

1.7 Coalville Park Improvements

£46,849 of section 106 funding for improvements at Coalville Park has been secured. Proposals for the improvements including the planting of trees, sensory play, planting schemes, and updated signage will be developed in agreement with the ward member and Chair of the Working Party prior to being implemented.

1.8 Burial Sponsorship Income

£140 of income has been received in 2025/26 from Autumn Memorials for the sponsorship of a flower bed in Broomleys Cemetery. This follows on from the company also sponsoring a flower bed in 2024/25.

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> - Communities and housing - Clean, green and Zero Carbon - A well-run council
Policy Considerations:	None
Safeguarding:	None
Equalities/Diversity:	None
Customer Impact:	The provision of well-maintained and attractive open spaces and Coalville town centre
Economic and Social Impact:	None
Environment, Climate Change and Zero Carbon	Supporting the Zero Carbon agenda through the planting of trees
Consultation/Community/Tenant Engagement:	None
Risks:	None
Officer Contact	Jason Knight Leisure Services Team Manager jason.knight@nwleicestershire.gov.uk

				2024/25	2025/26
Service Area	Asset/Site	Brief Description of Works	Comments	EMR's C/FWD TO 25/26	Budget
Property	COALVILLE SPECIAL EXPENSES				
	PARKS AND RECREATION (Exp code S477-A20007)				
	COALVILLE PARK	No planned work			
	GREENHILL REC GROUND (CROPSTON DR) - Pavilion	External & Internal Renovation of Changing Rooms: Graffiti removal & wall treatment £3k, Internal and External decorations £5k, New extract fans £1k			£9,000
	MELROSE ROAD RECREATION GROUND - Pavilion	No planned work			
	OWEN STREET - Pavilion	No planned work			
	SCOTLANDS RECREATION GROUND - Bowls pavilion	Repair potholes in access road/Driveway repairs		£1,903	
	SCOTLANDS RECREATION GROUND - Sports Pavilion	No planned work			
	SCOTLANDS RECREATION GROUND - Bowls pavilion	No planned work			
				£1,903	£9,000
GM	CEMETERIES & CLOSED CEMETERIES (Exp Code S0451-A20007)				
	COALVILLE CLOSED CEMETERY, LONDON ROAD:	Tree works			£1,050
		Hard Landscaping - Pedestrian footpath repair and levelling	Included in Capital Programme, therefore need to go to CSG for approval before work can commence.		£10,000
Property					

			Included in Capital Programme, therefore need to go to CSG for approval before work can commence.		
Property	COALVILLE CEMETERY, MEADOW LANE (Broomleys):	Hard Landscaping - Tarmac driveway and footpath repairs.			£12,000
GM		tree works			£1,930
GM		Path works - sealing		£8,635	£4,470
				£8,635	£29,450
	MEMORIALS (Exp Code S0477-A20007)				
	COALVILLE MEMORIALS	No planned work			
				£0	£0
	PLAY AREAS (Exp Code S0477-A20007)				
		Underspend on Bardon grant funding. Chris to email Bardon to see if it can be used for Project mgt/ongoing mtce at these sites or Other scheme. If not the underspend might have to be refunded to Bardon.		£5,335	
GM	CROPSTON DRIVE/SHARPLEY AVENUE				
GM	STADIUM CLOSE	Replacement equipment			£2,450
GM	STAPLES DRIVE	Entrance gates			£3,000
	VARIOUS - Cropston Drive Play Area, Cropston Drive Open Space, Staples Drive, Melrose Road, Coalville Park	Painting of play area four year repeat program		£5,400	
GM				£10,735	£5,450
	COALVILLE SPECIAL EXPENSES	TOTAL EXPENDITURE		£21,272	£43,900