

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

**COALVILLE SPECIAL EXPENSES WORKING PARTY –
TUESDAY, 13 OCTOBER 2020**



Title of Report	EVENTS UPDATE
Presented by	Wendy May Cultural Services Team Manager
Financial Implications	There is significant underspend against the events budget 2020/21 due to the cancellation of events impacted by COVID-19. For events that are cancelled the forecasted income will not be achieved.
Purpose of Report	To update members with regards to 2020/21 events and projects funded within the Coalville Special Expenses Area
Recommendations	THAT THE WORKING PARTY: 1) NOTES THE PROGRESS UPDATE ON 2020/21 EVENTS 2) SUPPORTS THE PROPOSED EVENT PROGRAMME FOR 2021/22 (SUBJECT TO BUDGET APPROVALS IN FEB 2021) 3) CONFIRMS MEMBERSHIP OF THE EVENTS SUB GROUP MEETINGS FOR 2021 4) SEEK APPROVAL FROM CABINET FOR THE ALLOCATION OF A MAXIMUM OF £30,000 FROM BALANCES FOR INVESTMENT IN COALVILLE CHRISTMAS LIGHTS

1.0 EVENT PROGRAMME UPDATE FOR COALVILLE

1.1 Event programme - 2020/21

The following event programme was due to be progressed; the delivery of the proposed events programme has been adjusted to ensure that delivery is undertaken in line with COVID19 guidance. Officers are observing guidance closely and future event planning will consider what adjustments can be made and implemented to allow events to go ahead. Timely decisions are made regarding event cancellation to ensure that financial losses are kept to a minimum.

2020/21 COALVILLE EVENTS	2020/21 Allocated budget	2020/21 Forecasted income (conservative estimate)	Status
22 April to 29 April – St George’s Day The installation of the English flag in various locations to celebrate St George’s Day	£100	n/a	Partial delivery – a flag was installed on Clock Tower flagpole
Saturday 20 June – Music in the Park A celebratory evening of music and entertainment in Coalville Park	£20000 £500 spent on the event (stage and pa deposit)	£2800	Cancelled
Sunday 21 June – Picnic in the Park			Cancelled

An afternoon of entertainment and family fun including street entertainers in the performance area, live music and community groups			
Friday 7 and Saturday 8 August – Coalville by the Sea Family event celebrating the Great British seaside	£4000	£500	Cancelled
Saturday 28 November – Christmas in Coalville Christmas entertainment, music, arts and produce	£9000	£600	Event planning has commenced with caution - COVID19 guidance is being considered and observed and local data is being reviewed regularly

1.2 Christmas in Coalville

1.2.1 Christmas in Coalville is the final event proposed for delivery in 2020. If it is possible to deliver the event, the following format is proposed:

- a) A craft, food and drink market located in a large outdoor area (hard standing, accessible (for stallholders and customers) and pedestrian safe)
- b) The proposed area is Coalville Market car park
- c) To create a COVID compliant environment it is proposed that the area is secure, has a designated entrance and exit point, operated as a ticketed event to support 'track and trace' (free – no entry charge), has COVID secure measures in place (one way system, socially distanced stalls, signage, hand sanitisation station etc. – this will all be detailed in the COVID specific risk assessment)
- d) Consideration is being given to other 'satellite' locations, such as Memorial Square, the large pavement area at the entrance to the Belvoir Shopping Centre (off Belvoir Road) and Needham – consideration still needs to be given as to how these areas can be COVID complaint and additional requirements such as road closures and a Temporary Traffic Regulation Order (as advised by Leicestershire County Council this is a requirement for Memorial Square)
- e) Incorporating a 'socially distanced' Santa 'Wave to Santa' and reindeer attraction – this will be operated significantly different this year
- f) The event will not include any additional attractions, such as: the main stage and headline act, street performers and the firework finale – this is to avoid an uncontrolled mass gathering in a restricted timeframe

1.2.2 Event planning is currently underway, effort is being concentrated on 'signing up' stallholders to attend the market. It is proving more difficult this year to attract stallholders, many that have supported the event in previous years have confirmed that they have suspended their operation as they have not been able to attend other events earlier in the year, this decision has been made on a commercial basis (reducing core cost expenditure such as public liability insurance etc.).

1.2.3 Ensuring public health and safety is at the forefront of the planning of this event, the council is also in a position of promoting best practice, therefore the council's position will always be cautious and risk adverse. Should this event proceed, a comprehensive

event management plan, risk assessment and COVID risk assessment will be prepared and implemented to support its delivery.

2.0 2021/22 PROPOSED CSEWP EVENTS PROGRAMME

2.1 Event planning and development work will commence early 2021.

2021/22 COALVILLE EVENTS	2021/22 Proposed budget
23 April to 23 April – St George’s Day The installation of the English flag in various locations to celebrate St George’s Day	£100
Saturday 19 June – Music in the Park A celebratory evening of music and entertainment in Coalville Park	£20000
Sunday 20 June – Picnic in the Park An afternoon of entertainment and family fun including street entertainers in the performance area, live music and community groups	
Friday 6 and Saturday 7 August – Coalville by the Sea Family event celebrating the Great British seaside	£4000
Saturday 27 November – Christmas in Coalville Christmas entertainment, music, arts and produce (craft, food and drink)	£9000
Miscellaneous events Exact dates and ideas to be confirmed This allocation allows for the development of the events programme, ideas being considered for 2021/22: <ul style="list-style-type: none"> - Outdoor cinema - Outdoor art gallery (large boards on town centre buildings) - Themed events/trails (Easter, Halloween etc.) <p>All of the above miscellaneous events are subject to staffing resources available to support delivery</p>	£4990

2.2 Meetings of the Events sub group of CSEWP have concluded for 2020. The meeting dates for 2021 will be set in due course. Current membership of the group is as follows: Cllr Allman, Cllr Black, Cllr Everitt, Cllr French, Cllr Geary and Cllr Wyatt. Membership for the 2021 meetings needs to be confirmed. It is recommended that the number of councillors on this sub group does not exceed six members (two thirds of the CSEWP membership). Confirmation of the sub group membership is required for 2021 meetings. It is anticipated that meetings will be scheduled for February, May and September.

3.0 2021/2022 COALVILLE EVENTS PROGRAMME

3.1 Listed below is an overview of events being considered for Coalville in 2021/22 supported by the district council are as follows:

- Feb 2021 – districtwide participation in Leicester Comedy Festival
- May/June 2021 – Coalville May Fair

- September 2021 – Hello Heritage (district wide event)
- September 2021 – Steampunk Festival
- September 2021 – Coalville Colour Run
- October 2021 – Poppy Appeal Launch, Memorial Squar
- November 2021– Remembrance Service and Parade, Armistice Day

4.0 CHRISTMAS LIGHTS

- 4.1 The Christmas lights are scheduled for installation with our contractor Field and Lawn for switch on 28 November 2020.
- 4.2 As detailed above the lights will not be subject to a formal ‘switch on’ this year, which is traditionally supported by the firework finale at the Christmas in Coalville Event.
- 4.3 The current Christmas lights stock is owned by the district council. Over the past four years, there has been a small annual investment in the Christmas lights (subject to the allocated budget (CSEWP), contributions from the Coalville Project budget and more recently receiving additional external sponsorship). This investment has seen an additional Christmas tree and lights for Marlborough Square, pea lights in trees in Memorial Square and pea lights in additional trees in High Street. The direction of travel has seen a move from lights on lamp columns and a focus on illuminating natural features such as trees (these are more robust than lamp columns and are not subject to annual stress testing).
- 4.4 It should be noted that there has not been a significant investment in Coalville Christmas Lights for a number of years. The Christmas Lights installation contract is due for renewal in 2021, therefore it would be timely and appropriate for consideration to be given to a significant investment in the Christmas Lights for 2021.
- 4.5 The delivery of the events programme 2020/21 has been significantly disrupted by COVID-19. This has resulted in an underspend in the events budget, it is estimated that up to £30,000 of budget will not be spent in 2020 due to the cancellation of many events. This presents an opportunity to invest this underspend in the Christmas Lights programme, and to allocate a maximum of £30,000 from CSE funding to invest and improve Coalville Christmas Lights in 2021.

5.0 COMMUNITY ART – NEEDHAMS WALK, COALVILLE

- 5.1 At present there is no progress to report on this project. This work will be prioritised for progression in early 2021.

6.0 COALVILLE SPECIAL EXPENSES COMMUNITY GRANT

- 6.1 The Coalville Special Expenses Community grant is 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. You can apply for up to £250 and no match funding is required. There is no deadline for this grant scheme.
- 6.2 The 2020/21 grant programme remains suspended (as at beginning of October). It was hoped that the grant scheme would be reinstated in August, it is now anticipated that the grant scheme will be reinstated mid/end October. All enquiries should be directed to Jessica Lloyd-Davies, Community Focus Support Officer in the

Community Focus Team, jessica.lloyd-davies@nwleicestershire.gov.uk tel: 01530 454541.