

**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.