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Meeting	<b>COALVILLE SPECIAL EXPENSES WORKING PARTY</b>
Time/Day/Date	6.30 pm on Tuesday, 8 October 2024
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 13 August 2024	<b>3 - 4</b>
<b>4. 2024/25 EVENTS UPDATE</b>	
The report of the Head of Property and Regeneration	<b>5 - 8</b>

#### 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, 13 AUGUST 2024

Present: Councillor M B Wyatt (Chair)

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

In Attendance: Councillors R Johnson (Observer) and P Moulton (Observer)

Officers: Mrs A Crouch, Mr J Knight, Mr P Wheatley and Mr T Devonshire

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor J Geary.

#### **2. DECLARATIONS OF INTEREST**

Councillor M Wyatt declared a registerable interest as the owner of two businesses within the town.

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

Consideration was given to the meeting held on 13 February 2024.

It was moved by Councillor M Burke, seconded by Councillor D Everitt, and

RESOLVED THAT:

The minutes of the meeting held on 13 February 2024 be approved as an accurate record of proceedings.

#### **4. 2024/25 CAPITAL PROJECTS UPDATE**

The Leisure Services Team Manager presented the report.

Members sought clarification on the reference to the agreement between NWLDC and LCC about the relocation of the Mother and Child Statue on the High Street. The Head of Property and Economic Regeneration said that he felt this related to work to make good the previous location of the statue, but he would confirm this with Members outside of the meeting

A Member was concerned that there was no budget allocated to mitigate overflowing bins in Coalville Park and hoped this could be addressed.

A discussion was had about the budget allocated to Scotlands Recreation Ground Bowls Pavilion access road pothole repairs. Officers advised that for the year 2024/25 all the budget allocated towards the repairs would come from the Special Expenses Budget. This would be considered during the 2025/26 budget consultation process, and it was possible that in the future some funding may come from the General Fund.

The Chairman commended the success of Coalville in Bloom, and the feedback received for the display at Broomleys Leys corner.

The Chairman said that Greenhill Tenants Association wanted to raise funds for improving play facilities and wanted to take part in the Community Lottery Fund to do so. It was

agreed that the Chairman would provide the Leisure Services Team Manager with contact details for the Tenants Association.

By affirmation of the meeting it was,

RESOLVED THAT:

The progress updates on the 2023/24 Capital Projects and the projects included within the 2024/25 Asset Management Plan be noted.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 6.43 pm

## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COALVILLE SPECIAL EXPENSES WORKING PARTY –  
TUESDAY, 8 OCTOBER 2024

<b>Title of Report</b>	<b>2024/25 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 2024/25 events budget.</p> <p>The draft 2025/26 events programme is subject to confirmation of the 2025/26 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 Coalville Special Expenses Working Party (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 Head of Paid Service: Yes</b></p>
<b>Purpose of Report</b>	To present an update of the 2024/25 events and Christmas lights programme and the 2025/26 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 2024/25 EVENTS AND CHRISTMAS LIGHTS PROGRAMME</b></p> <p><b>2) NOTES THE 2025/26 DRAFT EVENTS PROGRAMME.</b></p>

**1. BACKGROUND**

- 1.1 The following event and Christmas lights programme is scheduled for delivery in 2024/25 supported by Coalville Special Expenses budget.
- 1.2 Two events have been delivered: Music in the Park and Celebrate 125 years of Coalville Park. Christmas in Coalville and the Christmas lights programme remains to be delivered in 2024/25.
- 1.3 Planning for 2025/26 events programme is underway. No increase or decrease in budget or officer capacity is assumed at this stage.

## 2. 2024/25 EVENTS PROGRAMME

### 2.1 The 2024/25 events programme

Date	Event	Description	Allocated budget	Actual expenditure	Income	Status
29 & 30 June	Music in the Park and Celebrate 125 years of Coalville Park	Two free family events in Coalville Park, featuring a main stage, live music, craft and food stalls, on field activities and entertainment and local charity stalls	£20,000	£17835.70	£2,915	Delivered
23 Nov	Christmas in Coalville	A day of Christmas festivities in Coalville town centre	£14,600		On target	Advanced planning

2.2 Friends of Coalville Park (FOCP) delivered an event during the day on Saturday 29 June, supporting Celebrate 125 years of Coalville Park. The event was a family sports event and was supported by the Council's Health and Wellbeing Team.

2.3 A further project funded by Bardon Community Fund 'Capsule in Time' was delivered to mark the 125<sup>th</sup> anniversary of Coalville Park. Artists worked with local schools and community groups, culminating in a time capsule being buried in Coalville Park and the installation of a carved commemorative stone which was unveiled by Leicestershire Lord-Lieutenant Mike Kapur Esq OBE CStJ on 8 July 2024. The capsule is scheduled to be opened in 50 years.

2.4 It is anticipated that the events and Christmas lights programme will be delivered within the 2024/25 allocated budget. Officers are committed to delivering good quality events within the available budget.

2.5 Christmas in Coalville

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

- a) Event planning is progressing, with a significant amount of the budget 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. Email confirmation that the use of these areas is permitted has been received.
- c) It is proposed that the following locations will be used as follows:
  - i. **Marlborough Square** – main stage, street performers and Santa (the majority of the square will remain available creating a safe space to accommodate the audience. A 'fire show' and snow cannon finale is being investigated (this is subject to there being sufficient space to accommodate all the attractions and a safe audience area).
  - ii. **Belvoir Shopping Centre** – satellite stage (recorded music and small performances), street performances, stalls and children's funfair rides (tbc)

- iii. **Needham’s Walk car park** – funfair
- iv. **Market Hall car park** – to be used as a car park this year.

d) Christmas window competitions – it is proposed that the two competitions: Best Dressed Window and Best Illuminated Business are organised again this year. Officers hope to work with Coalville Business Team to promote this.

## 2.6 Draft Events Programme 2025/26

2.6.1 In preparation for the 2025/26 budget setting process, the following draft events programme is presented for consideration. The draft has been set against the 2024/25 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.

<b>Date</b>	<b>Event</b>	<b>Description</b>	<b>Estimated budget</b>
28 and 29 June 2025	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
29 Nov 2025	Christmas in Coalville	A day of Christmas festivities in Coalville town centre.	£14,600
29 Nov 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 two large Christmas trees.	£30,000

2.6.2 It is proposed that the summer event in Coalville Park in 2025/26 is delivered over two days (Saturday evening and Sunday afternoon) on 28 and 29 June 2025. Setting a date is required to secure infrastructure such as the main stage.

2.6.3 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.

## 3.0 CHRISTMAS LIGHTS PROGRAMME

3.1 Coalville Christmas lights programme comprises the following:

- 26 pole mounted decorations on lamp columns
- Memorial clock tower wall mounted decorations
- Pealights in trees (High Street and Memorial Square trees)
- Christmas tree lights for large Christmas trees in Memorial Square and Marlborough Square
- Two real large Christmas trees in Memorial Square and Marlborough (note: in previous years the variety of tree has been a Norway Spruce, this year the variety is a Nordmann which is £200 per tree cheaper).

3.2 The annual programme to test and update the power sockets and timers is underway.

3.3 A sum of up to £20,000 has been allocated from the district’s UKSPF programme to invest in the Coalville Christmas lights scheme as part of the Regenerating Coalville priority. The following investment is being progressed and will be installed by November 2024 (as reported to CSEWP meeting in October 2023 and based on the options presented at the Events Subgroup meeting on 19 March 2024):

- 10x boa style lamp column wraps for Belvoir Road
- 22 wall mounted artificial Christmas trees and associated pealights (warm and bright white) for Marlborough Square and two Jackson Street properties (facing Marlborough Square)
- The purchase and installation of new wall mounted brackets (to house the new trees)
- New lamp column sockets to lamp columns in Marlborough Square (providing a power source to the lights on the trees).

3.4 The UKSPF investment in the Coalville Christmas lights scheme this year will have an impact on the annual storage, installation/removal and testing charges in future years. Exact financial impacts will be reported into the budget setting process for 2025/26 with information presented in a future Finance Update report to CSEWP for consideration.

<b>Policies and other considerations, as appropriate</b>	
Council Priorities:	Planning and regeneration
Policy Considerations:	None.
Safeguarding:	None.
Equalities/Diversity:	None.
Customer Impact:	The provision of events and festive lighting creating pride in our 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 <a href="mailto:paul.wheatley@nwleicestershire.gov.uk">paul.wheatley@nwleicestershire.gov.uk</a>