

**BLABY PARISH COUNCIL
MEETING OF THE ESTATES & COMMUNITY COMMITTEE
To Be Held in the Oakfield Room, Blaby Civic Centre
at 7.00pm on Tuesday, 22nd February 2022**

PRESENT: Mr M Wareham (Chairman),
Ms B Arya, Ms L Bolton, Mrs M Broomhead, Mrs S McFadden, Mrs S Skeemer,
Mrs S Clifton (Admin Assistant) Mrs V Jepson (Manager) & 1 Parishioner.

EC.752 **1. APOLOGIES FOR ABSENCE**
Apologies for absence are received from Cllr. Mr Akroyd the reason for which is approved.

EC.753 **2. TO RECEIVE MEMBERS DISCLOSURE OF INTERESTS & REQUESTS FOR
DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT**
The following disclosures of interests were made: -

Mrs M Broomhead	Burial Rights	Personal
Mrs S Skeemer	Burial Rights	Personal

EC.754 **3. TO CONSIDER ENDERBY ROAD ALLOTMENTS**
a) Blaby Allotment Society – Fly Tipping

The Parish Council were notified about a facebook post that had been posted on the Blaby Allotment Society page which apparently stating “in their official capacity, they have been alerted to fly tipping at the allotments”.

The Parish Council have written to the Chair of the Blaby Allotment Society asking for an explanation regarding the facebook post and who’s official capacity they are talking about.

The Chair of the Blaby Allotment Society replied, saying:-

“Yes, you have heard correctly. I have been contacted in an official capacity to address this situation.

I posted on the tenants Facebook page to see who could retrieve items before yourselves were contacted.

We are working towards resolving this issue before making it official”.

A further update was then received: -

“We as a committee and I as Chair personally have worked within a community capacity and as a gesture of good will to reduce the littering or 'fly tipping' to the area on our immediate boundary. It is not on the Enderby Road Allotments.

The Facebook Post was not intended to reach all tenants, but we did and do work well as a community at the allotments and some of the original items have been retrieved, recycled and therefore will avoid landfill.

We can happily say that the post has been successful in that the rubbish has almost gone.

As a committee we were contacted to specifically avoid creating the Parish Council extra work and despite this we did have plans to inform you if the problem was not resolved.

b) Update from the January 2022 Committee Meeting

At the end of January we wrote the Chair of the Allotment Society asking the following questions which were raised by Blaby allotment tenants whilst renewing their Tenancy Agreements:-

- Names and positions of the Blaby Allotment Society Committee?
- Are Committee members Enderby Road plot holders and named on the Tenancy Agreements?
- How many members does the Blaby Allotment Society have?
- What are the benefits of joining the Allotment Society?
- What is included in the membership subscriptions?
- What are the subscriptions used for?
- Do the subscriptions include personal Public Liability insurance?
- Why is no communal shed provided by the Society?
- Could skips be provided by the Society?

The Chair of the Blaby Allotment Society said *“We as a committee will discuss the questions put to us at our next meeting”*.

c) Shed Enquiry

An enquiry has been made from a new tenant who is wanting to erect a shed in their allocated space but the neighbouring plot has encroached onto their land with their shed.

AGREED: Members considered this request and agreed to either of the following options:-

- If space is available the new tenant could erect a shed in the small existing space
- New tenant is to help the existing tenant to move the shed over to the correct location to allow the new tenant the space to erect their shed

AGREED: There is a 28 day deadline for this work to be completed.

EC.755

4. TO RECEIVE & CONSIDER SOCIAL EVENT MEETING NOTES – 25TH JANUARY

All members have been issued with a copy of the social event minutes from the meeting held on the 25th January 2022.

PRESENT: Mr Wareham (Chairman)

Ms B Arya, Ms L Bolton, Mrs M Broomhead, Mrs S Skeemer, Mrs S Clifton (Admin Assistant) & Mrs V Jepson (Manager).

- 1. APOLOGIES FOR ABSENCE:** Mrs McFadden.

2. CHRISTMAS 2021 DEBRIEF

Theme and set up overall was great with a good variety of both catering stalls and fairground rides.

- Fox and Tiger car park

Poor lighting for the stall holders and the car park floor was reported uneven with many potholes, this is a danger to both stall holders and the public.

- Fair rides

There was a good variety of rides for both adults and children, as the event is growing and more people attend each year.

AGREED: Obtain additional fair rides and catering units as this would help to prevent queues.

- Characters

Mrs Claus was not appropriately dressed for the type of event

- Road Closure

Additional road closure signs are required.

RESOLVED: Purchase extra road closure signs.

These quotations are to be considered at the January 2022 Estates & Community committee meeting.

3. TO CONSIDER CHRISTMAS 2022 EVENT

2021 saw the end of the contract with the present Christmas Lighting supplier. Over the three years there has been excellent positive feedback regarding the lighting scheme and the professionalism of the fitting and removal of the Christmas lights.

- Quotations are required to be sourced for this year's Christmas lighting scheme.

AGREED: Obtain three quotations for a 3-year Christmas lighting scheme.

- Road Closure

AGREED: Enquire if the road closure can be extended to hopefully utilise the Enderby Road car park

- Is a stage required in the precinct?

RESOLVED: Seek a quotation from Rockstar Marketing to supply stage, lighting and the PA system.

- Is a virtual production required?

AGREED: No drone or virtual production is required for the 2022 Christmas event.

- Who is to run and organise the 2022 Christmas event?

AGREED: Blaby Parish Council are to run and organise the Christmas 2022 event.

- A colour scheme is required for this year's artificial Christmas trees.

AGREED: The lighting scheme for this year could be Blue & White or Gold & White.

- What pitch fee is to be charged for the fair rides and stalls to attend?

RESOLVED: The following pitch fees are to be charged: -

- Adult Rides - £300.00 per pitch
- Children's Rides - £75.00 per pitch
- Catering Stalls - £75.00 per unit
- Market Stalls - £25.00 per unit

AGREED: All fees are to be paid to the Parish Council two months prior to the event.

AGREED: An additional 3 children's rides are required to attend.

- What is the budget for this year's Christmas event?

RESOLVED: The budget for this year's Christmas Light Switch on event to include the lighting scheme is £50,000.00.

- Fox and Tiger car park issues

AGREED: Do not use the Fox and Tiger car park, enquires are to be made to Blaby District Council regarding using Enderby Road Car park to re-locate the market stalls, this area would also allow more space to accommodate more stalls.

- **Carol Service**

The date of the carol service raised issues as the schools were unable to provide staff to accompany children due to the schools already being closed for the Christmas holidays.

RESOLVED: This year's carol service is to be held on the Thursday, 15th December 2022 at 4.30pm.

AGREED: Jean Smart and Julie Newitt are to lead the event and to liaise with the schools directly.

AGREED: Arrange a meeting with Jean Smart & Julie Newitt to start planning for this year's Carol service.

4. TO CONSIDER SUMMER 2022 THEMED EVENT

AGREED: The 2022 Summer event is to be held on Oakfield Park on Saturday, 6th August as a summer celebration incorporating the Queens Platinum Jubilee / Commonwealth as the theme. The event is to be a family day with music catering, activities and fair rides.

- Programme of Events

AGREED: Family event, visitors are encouraged to bring along a picnic, there will be fair rides, dog show, face painter, catering units and alcohol units. Bands and tribute acts, providing music for the event is to start at 2.00pm and finishing at 9.00pm.

- Who will organise the event and what will be included?

AGREED: The event will be organised by Blaby Parish Council.

AGREED: Seek a quotation from Rockstar Marketing for a stage, lighting and sound for the bands and provide the PA system.

AGREED: Blaby Parish Council will arrange the bookings of all activities, catering units, alcohol units, dog show, school bands and tribute acts.

AGREED: The children's bands will perform from 6.00pm - 7.00pm and tribute acts from 7.00pm – 9.00pm.

- Fair rides

AGREED: Approach Mr Such to arrange the fair rides to attend.

RESOLVED: Fair rides are to be charged a pitch fee of: -

- Adult Rides - £300.00 per pitch
- Children's Rides - £75.00 per pitch

- Catering & Market Stalls

RESOLVED: Catering & Market stalls are to be charged a pitch fee of: -

- Catering Stalls - £75.00 per unit
- Market Stalls - £25.00 per unit

- Competition

School children are invited to make a crown to bring along to the event.

AGREED: Best Crown Competition to be judge on the day of the event with the winner being announced at the event.

- Scarecrow Festival

As part of the Sumer event and annual scarecrow competition will be included alongside this event. The theme will be based around the Queen Royalty and Commonwealth.

Photos are to be sent into the Council no later than 3 days before the event.

AGREED: The judging will take place by photographs taken of the scarecrows along the trail and the winner will be announced on the day of the event.

Information received after the Social Events meeting was held:-

- Update - Enderby Road Car Park

Additional to the above minutes a response has been received from Blaby District Council with regards to the use of the Enderby Road car park where they have said: -

I have raised this with management and spoken to both our legal and insurance teams.

In theory we would be able to grant you a licence to hold the event on the car park subject to the relevant insurances, risk assessments, clean up procedures and maintenance of the various public access rights of way being in place.

However, there are concerns about providing parking for the event. We would not want to displace cars onto the Highway, some of whom are residents who rely on the car park for overnight parking and would rather support this event by offering a free parking day (as one of four afforded to the town centre businesses per year).

Let me know your thoughts on this idea.

AGREED: Members wish to make use of the Enderby Road car park and feel there will be sufficient free car parking with the remaining Blaby District Council car parks offering free parking on the day.

RESOLVED: Pay for additional cleaning from Blaby District Council as per the 2021 event.

EC.756

5. TO REPORT UPDATE ON BLABY TOWN CENTRE IMPROVEMENTS

Members have been issued with an update report from Blaby District Council with regards to the Blaby Town Centre improvements.

First round of painting has been commissioned and painting will start as soon as the weather allows. This includes:

- The benches, Forge Corner, Enderby Road and opposite John's Court.
- The notice board opposite John's Court.
- Bollards in town centre to be repainted in green and gold. The plaques that can be saved will be detail painted later.
- Bike racks to be repainted.
- Planters to be repainted.

The Parish Council asked: -

- Why have some of the plaques from the bollards been removed and not re-painted whilst still in situ

Blaby District Councils reply is:-

- The plaques have been repainted in situ but the contractor has done a brilliant job and sanding and filling the areas of damage and so they might not be very noticeable until the detail work is repainted on. Some of the plaques were already missing and it has not been possible to find someone to replace them. In this case, the holes have been filled and sanded to make the bollards look neat and tidy.

AGREED: Members are not happy at all that the plaque will not be present on all bollards, why can't the tomatoes & roses either be hand painted on the bollards or a new replacement plaque is purchased?

Other works that have also been commissioned include:

- Cleaning of paving in John's Court.
- Lighting columns in John's Court to be painted.
- Small bollards outside of Zaika restaurant to be painted.

Bollards reset:

Highways have agreed to re-set the leaning bollards on Enderby Road.

New information boards:

New information boards have also been commissioned with design work about to begin. Locations include Forge Corner, one in Enderby Road carpark and behind Greggs in John's Court car park.

To include new 3d town map and history of the town information. Designer will create a new rose and tomato design.

Licences have been submitted for:

Fosse Fox location in John's Court which has now been granted. Legal paperwork from highways is awaiting.

Licences for benches in John's Court, Sycamore Street/Welford Road junction, Forge Corner bench to match John's Court. Bench on Sycamore Street is the same as the benches in Bouskell Park.

Bins. Replacing 21 bins in total. Bins in John's Court to have a slightly more modern design to reflect the new benches.

Options for the new planters have been sent to the Parish Council for consideration at the committee meeting to be held on the 22nd February, and a licence application to Highways will be made for these.

Planters

Members are asked to consider the planter option; it is a wooden planter which can be stained to match the new benches. The round style is probably the best style to tie in with the existing planters in Blaby and they aren't high enough to obscure the view for traffic etc.

It was agreed that 3 planters would be installed plus a fourth as requested by a local resident. The locations are: Adjacent to John's Court on Leicester Road, on the corners of Cross Street and opposite Blaby Print.

Originally an additional planter was also destined for the space outside of Millington Travel.

AGREED: The Parish Council is happy for a planter to be installed outside of Millington Travel.

The Parish Council asked:-

- Are the planters re-cyclable plastic rather than wood? The Parish Council use's re-cyclable materials now, as it is more environmentally friendly and there is less maintenance required

The District Council replied:-

- If the parish council would prefer re-cycled plastic that is no problem.

AGREED: The Parish Council would prefer the planters to be in re-cycled green plastic.

Blaby District Council will apply for a temporary structures licence for 6 lamp post banners to welcome people to Blaby from the three main entry routes. These will tie in with the design for the new information boards.

New 3D Map

The notice boards in the core of the town centre are being redesigned and replaced as part of the Blaby Town Centre Project. A new 3D map is being created of the very core of the town centre. The map will show some of the more notable / interesting buildings in Blaby.

Members are asked if they have any suggestions of areas that should be highlighted or key buildings / interesting features that should be included to the 3D map.

The Parish Council asked:-

- Why is a new rose & tomato design being created for the noticeboards, will this mean the design is different to the ones on the bollards?
- Can you confirm what information is already planned for the 3D noticeboards so members can consider if anything else is required.

The District Council replied:-

- As far as we are aware there isn't a digital version of the existing logo that we can use for the new noticeboards. Therefore, the designer will take inspiration from the one on the bollards to make a digital design that can be used elsewhere.

- The 3D element will be the map of the centre of Blaby so that we can highlight the historic buildings, shopping areas and carparks etc. Specific businesses will not be

marked as this could date very quickly. The intention was to add some historic information about Blaby to the largest one and retain a single notice board cabinet on this noticeboard. There are several other notice boards in the centre of Blaby and so it would be a good opportunity to use the new ones for new maps and other information.

AGREED: Members would like to see a scaled map showing what has already been agreed to be added to the 3D map.

EC.757

6. TO CONSIDER BLABY CEMETERY

a) Tree Planting Request

Members have received a tree planting request for the old part of the cemetery, near to the car park area.

DECLINED: Members considered the tree planting request but have declined it due to the lack of space for additional trees.

b) Cemetery Gate

Members have been issued with correspondence regarding a request to have the Cemetery gate locked each evening due to the car park allegedly being used for inappropriate behaviour.

DECLINE: Members considered the request but have declined to lock the gates each evening and weekends due to it not being practical as people need access at all times, it is confirmed that CCTV is currently being installed at the cemetery.

c) Balloon Release

Members considered if helium-filled latex balloons should be allowed to be released in the cemetery.

AGREED: No helium-filled balloons or sky lanterns are to be released at Blaby Cemetery.

d) Bench Request

A request has been received for a memorial bench to be installed in the existing part of the cemetery.

AGREED: A site visit is to be held to consider if there is space for any more benches in the existing part of the cemetery.

AGREED: A site visit is to be held at the Cemetery on Tuesday, 1st March 2022 at 3.30pm.

e) Cemetery Land

Existing Cemetery

Members have been issued with a photograph of the existing burial section as well as the approved 2013 burial and cremation plan for the existing cemetery.

AGREED: Join the children & baby section together.

AGREED: Discuss the approved 2013 plan at the site visit which is being held at the Cemetery on Tuesday, 1st March 2022 at 3.30pm.

f) Cemetery Rules & Regulations

Members have been issued with a copy of the Council's cemetery rules and regulations for consideration.

AGREED: In line with other parish council's, non-parishioner will not be allowed to be interred after the 1st April 2023.

AGREED: Add Cemetery Rules & Regulations to a future committee agenda for further consideration.

g) Peace Meadow

RESOLVED: Purchase additional stones for the Peace Meadow area.

EC.758

7. TO CONSIDER PARK AND STRIDE SCHEME

Members are issued with correspondence from the Safe and Sustainable Travel Officer for Leicestershire County Council

Leicestershire County Council are trying to increase physical activity, encouraging children to scoot, cycle or walk to school therefore reducing congestion outside schools.

Thistly Meadow Primary School are really trying to reduce congestion and are really trying to make things better for their children, residents, and their local community.

Something that has worked really well for other schools in Leicestershire, and we would like to try first, is something called 'Park and Stride' where the parents can use a community area to park and then walk the rest of the way to school.

We thought the car park at Oakfield Park would be the most perfect location so we were really hoping that would be ok with you.

AGREED: Members approved the request for Leicestershire County Council to use Oakfield Park car park for their new park and stride scheme.

EC.759

8. TO CONSIDER REQUEST TO HIRE OAKFIELD PARK – ICE-CREAM VAN

A request has been received for consent for one permanent ice-cream van pitch at Oakfield Park to be considered, this would be for a three-year period.

Trading times will be from 11.00am – 8.00pm, 7 days a week starting from the 1st March 2022 for the sum of £750.00 per year.

He also requests that should the Council hire the park for private events such as the fair, the ice-cream van would still occupy their pitch at no further cost.

The ice-cream seller also requests a key to the barriers, so he is able to gain access as and when required.

AGREED: One ice-cream pitch can be offered on a 12-month basis working only on the approved Oakfield Park opening and closing times and no gate key is to be given to the ice-cream seller.

RESOLVED: A pitch fee of £1,000 per 12-month period is to be charged.

AGREED: No approval is given for this ice-cream seller to be offered all events, any organisation hiring Oakfield Park for an event is allowed to invite any ice-cream seller to stand at their event.

EC.760

9. TO CONSIDER OAKFIELD & NORTHFIELD PARK MAINTENANCE REQUIREMENTS

Concern has been raised regarding sink holes on a football pitch on Oakfield Park along with an area on Northfield Park.

RESOLVED: Purchase good quality topsoil for the sink holes on the football pitch at Oakfield Park.

AGREED: Liaise with the football teams as to when is the best time for this work to be carried out.

DECLINE: The dip on Northfield Park does not affect the children's play area as it is at the rear of the swings, no action is required to be taken at this area.

EC.761

10. TO CONSIDER PLANTING A TREE FOR THE JUBILEE

Members have been issued with correspondence from the Royal British Legion industries about getting the parish council involved in The Queen's Green Canopy project.

The Queen's Green Canopy is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022, with organisations, local authorities, schools and individuals across the country being invited to 'Plant a Tree for the Jubilee' and display a veteran-made plaque to commemorate it.

AGREED: Members agree to planting a tree for the Queens Jubilee, the tree is to be planted on Oakfield Park.

RESOLVED: Purchase a plaque which is to be revealed at this years Summer funday event on Saturday, 6th August 2022.

EC.762

11. CORRESPONDENCE: -

a) Blaby District Heritage Trails Project

Members have been issued with a preview of the proposed Blaby Walks leaflets for members consideration.

AGREED: Members are very happy with the Blaby Walk leaflets.

EC.763

12. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA

a) Lutterworth Road Hedge

Members have been informed that the hedging along Lutterworth road has been damaged.

The saplings were planted a year or 2 ago and recently children have been pulling them from the ground and vandalising them. There are now large gaps where the small saplings were.

RESOLVED: Approach the supplier who conducted the original planting and request that larger whips are purchased and planted in the gaps.

b) To Consider Quotations for Floral Displays

All members have been issued with the 2022 floral display quotations as follows: -

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
<ul style="list-style-type: none"> Rental 26 x Pole Basket Planter 600mm Black 45 x Hanging summer Baskets planted Delivery - £77.25 	<ul style="list-style-type: none"> 26 x Half lamp post baskets to be supplied by the Council empty baskets to be delivered o and collected once planted. 45 x Hanging summer Baskets planted 	<ul style="list-style-type: none"> Rental 26 x Holester planter 670 mm Black contractor planters 45 x hanging basket planted with a 7-day watering reservoir Delivery & Collection
£3207.75 + VAT	£1491.00 + VAT	£2366.00 + VAT

RESOLVED: Accept quotation number 3 for the planting of this year’s floral display priced at £2,366.00 + VAT.

AGREED: Enquire if Nest Estate agents wishes to sponsor this year’s floral display as they have done for the last few years.

c) To Consider Quotations for Grass Cutting

All members have been issued with the 2022 Grass Cutting quotations as follows: -

<u>Quotation 1</u>	<u>Quotation 2</u>
<p>15 cuts between April 2022 – October 2022 for 4 x sites</p> <p>All areas including unfenced play areas, open grass and between trees</p>	<p>15 cuts between April 2022 – October 2022</p> <p>£396.00 per cut x 1</p>
£7,532.29 + VAT	£5,940.00 + VAT

RESOLVED: Accept quotation number 2 for this years grass cutting cycle of 15 cuts between April 2022 and October 2022 priced at £5,940.00 + VAT.

The parishioner present left the meeting for the next agenda item.

EC.764

13. TO REPORT UPDATE ON LEGAL ACTION

RESOLVED: Standing Order No.24 is to be invoked. That under Section 100a (4) and Sch.12A of the Local Government Act, 1972, the public be excluded from the meeting for the following items on the grounds that the items involve the likely disclosure of exempt or confidential information. (Confidential Report BPC64).

a) Legal Action

Members have been issued with correspondence received regarding the proposed legal action from a resident of Blaby.

AGREED: The report is noted.

b) Pub Watch

Members have been issued with correspondence received from a local resident of Blaby with regards to an email received about the Blaby Pub Watch.

AGREED: The report is noted.

RESOLVED: Standing Order No.24 is to be revoked.

EC.765

14. CHAIRMAN'S TIME

Thank you all for attending.

MEETING CLOSED: 9.07PM