

## LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Parks, Hall, Events and LiFE Magazine Committee Meeting on Tuesday 4<sup>th</sup> March 2025, held in the Parish Hall, Kings Drive, Leicester Forest East commencing at 7.30pm.

**Present:** D. Dawes (Chair) R. Darlison D. Di Palma S. Garner P. Kitchen  
C. Wells

Mrs H. E. Mann – Clerk to the Council

**PH&E 25.22 To receive apologies for absence**  
None.

**PH&E 25.23 To receive disclosures of interest in accordance with the code of conduct**  
None.

**PH&E 25.24 To adjourn the meeting to receive questions from members of the public**  
None.

**PH&E 25.25 To confirm the minutes for the Parks, Hall, Events and LiFE Committee meeting of 04.02.2025 as a true and accurate record**

**Resolution:** To confirm the minutes for the Parks, Hall, Events and LiFE Committee meeting of 04.02.2025 as a true and accurate record

**PH&E 25.26 To discuss matters arising from previous minutes:**

**(a) To consider quote for technical drawings and planning permission application in relation to internal garage store room**

The building company attended the parish hall today. Along with their architect, to begin the technical drawings to apply for planning permission. They made the clerk aware that building control will also be needed. Therefore, they are preparing a quote to prepare the building control application also. BDC have confirmed that building control will be a minimum of £350.00.

*Clerk to add 'To consider quote for building control submission in relation to internal garage store room' to the April Parks committee agenda.*

**(b) To decide on exact wording for new car park sign and to decide whether or not to purchase the car park sign**

*Clerk to:*

- *Ensure the new car park sign: says "car park opening times", not just "opening times"; ensure the clerk's name, parish council address and phone number are removed from the sign; and centralise the LFEPC logo. Ask the sign company to do another mock up for the April Parks committee meeting.*
- *Add 'To consider purchasing a new parish hall car park sign' to the April Parks committee agenda.*
- *Email all regular hirers to say a new car park sign is being put up stating that the car park will closed by 5pm in winter and 8pm in summer. However, the car park will stay open until the end of your hire.*
- *Add to the occasional hirer email that a new car park sign is being put up and it will state the car park closes by 5pm in winter and 8pm in summer. However, the car park will stay open until your hire has finished.*

**PH&E 25.27 To discuss Forest East Park, Kings Walk Park and Spinney matters:**

**(a) To discuss prices for memorial tree plaques and their installation**

*Agenda items PH&E 25.27 (a) and (b) were left on the agenda from the February Parks committee agenda in error.*

**(b) To consider how much to charge residents to allow them to adopt a tree on Forest East Park**

Agenda items PH&E 25.27 (a) and (b) were left on the agenda from the February Parks committee agenda in error.

**(c) To discuss quotes for litter picking for 6 months of the year from an outside company**

**Resolution:** To accept Blaby District Council's quote for litter picking for 7 months at a cost of £2,152.60 for 7 months (April-October). Cllr Wells will work out a plan of where needs picking.

**(d) To discuss replanting a small section of hedgerow on the Somerfield Way car park area**

Clerk to chase LCC to see if there will be free hedgerow packs given away this year.

**(e) To discuss whether the wooden benches need refurbishing**

Clerk to:

- Establish who the second memorial bench is in memory of.
- Contact Sue Keating's family to see if they would be happy with the parish council replacing the bench in memory of Sue for a metal one. Ask if they would be happy if it was necessary to have the same wording on a new plaque for the memorial bench.
- Ask Blueton if they could mount old plaques on a new metal bench.

**Resolution:** To buy two new metal benches to replace the two wooden memorial benches, subject to discussion and agreement from the families (form the 2025-2026 budget).

**(f) To discuss whether to tarmac the perimeter path around the playing fields**

Clerk to:

- Put out to tender (on contracts finder website) the job to tarmac, or resin, the existing path around the parish hall playing fields (and inform grounds maintenance contractor). The grass will need to be removed from the path, back to the original edging strips before laying tarmac or resin.
- Add laying of tarmac or resin on existing perimeter path around playing fields, to the council agenda as it is likely to be over the £5,000 committee spend threshold.
- Inform the insurance company of the council's plans to tarmac/resin the existing perimeter path.
- The clerk will need the PL insurance certificate of whichever company is chosen to lay the tarmac/resin on the perimeter path.

**(g) Update on memorial plaque for a resident to be placed on a tree in the park**

Clerk to chase resident for wording to go on plaque for memorial tree.

**(h) To consider what further action the committee would like to take on the bird boxes and benches which were added to the 2025-2026 budget**

The committee decided not to purchase any bird boxes as there are plenty of trees, and newly-planted trees, which will provide homes for birds now and in the future.

**PH&E 25.28**

**To discuss other Parks and Hall Matters:**

Ater being made aware that a lot of vodka bottles were left outside the parish hall over the preceding weekend, the committee asked the clerk to estbalsih if the black box on the camera next to the Reg Neal Room can be removed.

**(a) To discuss whether the fire exits to the parish hall are compliant as there are steps down and not ramps**

Clerk to find out from building control if the fire exits are compliant.

Clerk to leave 'To discuss whether the fire exits to the parish hall are compliant as there are steps down and not ramps' on agenda.

**(b) To discuss where the memorial plaque from the teen shelter will be placed**

Clerk to bring back 'To discuss where the memorial plaque from the teen shelter will be placed' as an agenda item in 6 months.

- (c) **To discuss potential access issue to wheelchair users when the car park gates are locked and a car parks in front of the gates**

Clerk to:

- Ask highways and county Cllr Nick Chapman to see if yellow lines can be at the bottom of Kings Drive, to ensure access for wheelchair users (to prevent people parking across the locked gate and blocking access).
- Purchase a sign to say 'Please do not park here – wheelchair access needed' and have it put up on the fence next to the gate.
- Keep 'To discuss potential access issue to wheelchair users when the car park gates are locked and a car parks in front of the gates' on the agenda.

- (d) **To receive update regarding new slabbed path, sanding of and removal of excess concrete**

Noted.

- (e) **To consider scarifying small patch of grass at side of parish hall, close to the Tommy silhouettes**

Clerk to:

- Get quote to scarify or rotavate (whichever they recommend) the area at the side of the parish hall (next to the Tommy silhouettes), have the area wildflower seeded (predominantly red poppies). The area is approximately 70 square metres.
- Inform the new grounds maintenance contractor of these proposed works so they do not mow the area inadvertently.

- (f) **To consider purchasing bags of gravel to lay next to new re-slabbed path**

**Resolution:** To buy a half ton bag of yellow pea gravel from Sunningdale Landscapes and three bags of kiln dried sand from EH Smith (builders' merchant). This will be purchased from the 2025-2026 budget, from the footpath maintenance budget heading. Cllr Wells is happy to collect the sand if the cost of delivery is prohibitive.

*Clerk to risk assess councillors putting down pea gravel and sand on the slabbed path around the parish hall and take to the April council meeting for approval.*

**Power to spend:** Open Spaces Act 1906, s. 10.

- (g) **To discuss Epworth Football Club and the Cricket Club going forward**

**Resolution:** To email Epworth Football Club and say the parish council believes the club is no longer using the parish council's facilities. State that if the parish council has not heard back from them by 12 noon on 18<sup>th</sup> March any verbal or written agreement is ceased at the end of the 2024-2025 year.

*Clerk to contact the cricket club and state that the parish council will be in a better position to advise them after 19.03.2025 and apologise for any inconvenience caused. The committee will not pass on Epworth Football Club's details or pass the cricket club's details on to them, as this is not council policy.*

## PH&E 25.29

### Events

- (a) **Picnic in the Park 2025 – To discuss matters considered at informal Picnic in the Park meeting 26.02.2025**

**Resolution:** To discuss PH&E 25.29 (a) at agenda item 25.09 (d)

- (b) **Picnic in the Park 2025 – to consider posters, large banner for A47**

A resident has agreed to help with advertising Picnic in the Park 2025 on social media.

*Clerk to add Picnic in the park 2025 to the monthly Your Local magazine article.*

- (c) **Picnic in the Park 2025 – to consider marquee(s)/stage**

Tbc

- (d) **Picnic in the Park 2025 – to receive quotes for entertainment**

**Resolution:** To order 4 banners from Norwood Press (3 metres by 1 metre in size, with fixings), including: date, location, post code, times, children’s activities, live music (see social media), food and drink available, free to enter. The cost will £240.00 plus VAT. Also, to book in Leicester Coop Brass Band at a cost of £300.00.

**Power to spend:** Local Government (Miscellaneous Provisions) Act 1976, s. 145.

The committee has had the following suggestions for Picnic in the Park 2025:

- A children’s entertainers to run alongside acts for 5 hours – to be booked
- Bouncy castle – to be booked
- Hook a duck – to be booked
- Children’s face painting – to be booked
- Children’s mascot(s) – to be booked
- Abba Tribute band – to be booked
- Quorn Ukulele Orchestra – to be booked
- A Brass Band – to be booked
- DJ – to be booked
- Staging – to be booked
- Marquee(s) – to be booked
- High Pressure Band – booked
- Are there likely to be more than 100 people, if so, the insurance states there must be one steward for every 100 people.
- Will extra bins need to be rented form Blaby District Council for the event?

*Clerk to:*

- *Ask the resident who has been helping with organising the event that the council would like to book Super Duper Troopers – an ABBA tribute band, and ask for their details so the clerk can book. This will be the 4-piece band with live musicians, 3 30 mins sets at a cost of £1,594.39. explain that the council will book staging once the tribute band are booked in.*
- *Chase up Quorn Ukulele orchestra to see if they are available to play at Picnic in the Park 2025.*
- *Book the brass band for Picnic in the Park 2025.*
- *Add to the April Parks committee agenda all items for Picnic in the Park 2025 listed above.*

**PH&E 25.30**

**To discuss potential change of city boundaries for Leicester city**

There has been a good response to the leaflets sent to all homes in Leicester Forest East asking for residents’ views on a potential city boundary change, and whether they would want LFE to be included within the city boundary.

**PH&E 25.31**

**Date of next Meeting**

Tuesday 1<sup>st</sup> April 2025 at 7.30pm

The meeting closed at 9.08pm.