

CASTLE COMMUNITY MEETING

THURSDAY, 10 SEPTEMBER 2026

Held at: Knighton library, 165 Clarendon Park Road, Leicester, LE2 3AJ.

ACTION LOG

Present:

Councillor Kitterick

Councillor Sahu

<u>NO.</u>	<u>ITEM</u>	<u>ACTION REQUESTED AT MEETING</u>
1.	AGENDA	PLEASE SEE ATTACHED.
2.	ACTION LOG	PLEASE SEE ATTACHED.

Minute Item 2

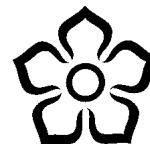
ACTION LOG

Castle Ward Community Meeting:

Thursday 10th September 2026

6.30pm – 8.10pm

Knighton Library, 165 Clarendon Park Road, Leicester, LE2 3AJ



Leicester
City Council

Present

Cllr Patrick Kitterick (Chair)
Cllr Liz Sahu
Safer Communities - Charlotte Keedwell
Festivals and Events - Graham Callister and Chris Hackett
Ward Community Engagement Officer (WCEO) – Punum Patel
Residents - 12

Apologies

Cllr Mick Gregg
Leicestershire Police
City Warden

Item	Action to note	Who
1.	Introductions, Apologies and Declarations. Councillors Feedback	
	- The Chair, Cllr Kitterick opened the meeting and welcomed everyone. - No declarations were noted.	
2.	Local Policing update	
	- The meeting noted a written update from Local Police – Appendix A - Request to look into vehicle access to Victoria Park event sites due to current safety concerns for members of the public using the park on event days. - Request for an update on vehicles left on Knighton Road and St Mary's Road. - Residents to report any vehicles which have <u>no tax</u> to the DVLA at www.gov.uk/report-untaxed-vehicle - Residents to report any vehicles which have <u>no MOT</u> to Leicestershire Police at www.leics.police.uk/ro/report/no-mot/road-tax-and-mot-certificates/ - Guidance on reporting abandoned vehicles – Appendix B - Residents to keep reporting dangerous and obstructive parking and driving to 101 or parking.enforcement@leicester.gov.uk - Residents to use the StreetSafe service to report safety concerns in public places anonymously including issues such as poorly lit streets, abandoned buildings, vandalism, as well as instances where residents feel unsafe, at www.leics.police.uk/notices/street-safe/street-safe/ - Residents to report crime to the Police via 101 or online at www.leics.police.uk/reportcrime - More information about the area can be found at www.leics.police.uk/area/your-area search City Centre, Cultural Quarter or Clarendon Park	Police Police Residents Residents Residents Residents Residents

3.	City Warden Update	
- The meeting noted a written update from the City Warden – Appendix C - The meeting noted an update from Charlotte Keedwell - Public Spaces Service Manager including team roles and responsibilities, role of Public Space Officers, current priorities, referrals, ASB, supporting homelessness, consultation on the expansion of the Public Spaces Protection Order (PSPO) area (Zone 2), and work with the police and partner agencies. - Request to work with security staff at Leicester Bus Stations to prevent ASB. CK to contact Bus Station Manager. - Request to look into crowds gathering on Granby Street outside of the Grand Hotel. - Request to start Bins on Street project from West of Queens Road.		CK CK/CW CW

4.	Festivals and Events update	
- The meeting noted an update from Festivals and Events including service overview, funding opportunities, types of events, sites and booking information, procedures and processes, bandstands and Busk Leicester. - Request for information on the current bandstand programme and plans for future use and promotion. - Request for Busk Leicester presentation to be sent to Cllrs. - Residents to report any issues, concerns and comments to festivals@leicester.gov.uk - More information can be found at www.leicester.gov.uk/culture-and-sport/festivals-and-events		F&E F&E Residents

5.	Highways update	
- The meeting noted a written update from Highways – Appendix D - Request for an update on pavement parking in Leicester and in particular Queens Road. - Request to arrange a separate opportunity to feedback on St John the Baptist School Streets trial. - More information on 'H' markings to cover dropped kerbs, and how to apply for one can be found at www.leicester.gov.uk/parking-streets-and-transport/parking/apply-h-marking - Residents to report missing or damaged bus timetables to the relevant bus company, busstopinfo@leicester.gov.uk or via the Love Clean Streets app, stating the street name or stop ID/location.		HW HW Residents

6.	Ward Community Budget	
Ward Funding update: Ward Funding April 2026 – March 2027: £18,125.00 Number of applications supported to date: 11 Balance remaining: £12,011.00		

7.	AOB	
Information from Smart Storage Solutions – Appendix E		

Appendix A - Policing Update

Please find below a brief update on current Neighbourhood policing activity within Clarendon Park Ward.

Ward Priorities

The local Neighbourhood team continues to focus on the ward priorities of:

- Tackling retail crime.
- Identifying and supporting vulnerable people.
- Reducing anti-social behaviour, particularly within and around Victoria Park.

Retail Crime

Officers have continued to carry out intelligence-led plain clothes operations within retail premises across the ward. These operations have resulted in a number of positive outcomes, including arrests and charges for theft and associated offences.

The team maintains close working relationships with local businesses and retailers to identify prolific offenders, gather intelligence and implement crime prevention measures.

Vulnerability and Community Engagement

Officers have carried out visits to local care homes and have engaged with vulnerable members of the community to identify safeguarding concerns and provide support where appropriate.

The team has also undertaken engagement with members of the homeless community, working alongside partner agencies to ensure individuals are directed towards available support services whilst addressing any associated community concerns.

Anti-Social Behaviour

Anti-social behaviour within Victoria Park remains a key focus for the Neighbourhood team.

Activity undertaken has included:

- High-visibility patrols in hotspot locations.
- Engagement with park users and local residents.
- Stop searches where grounds existed.
- Enforcement action against those involved in anti-social behaviour and associated criminality.

This proactive approach aims to deter offending, reassure the public and address concerns raised by local residents and park users.

Looking Forward

The Neighbourhood team will continue to target identified offenders, maintain a visible presence in key locations and work closely with partners, businesses and the local community to address issues affecting residents of Clarendon Park Ward.

Residents are encouraged to continue reporting concerns and incidents, as community information remains vital in helping the team identify trends and deploy resources effectively.

Appendix B - Guidance for Reporting an Abandoned Vehicle

Leicester City Council receives a high volume of reports about vehicles that are not abandoned. To ensure resources are focused on genuinely abandoned vehicles, please consider the following before submitting a report.

If the car has run out of tax but is otherwise in a roadworthy condition, then this would not meet the criteria. Any vehicles which have no tax should be reported to the DVLA website who will deal with the matter. [GOV.UK Report an untaxed vehicle](#) service.

When submitting a report, please provide as much information as possible, including the vehicle registration, location, photographs and how long the vehicle has remained in place.

There is no legal definition of an abandoned vehicle, each report received is assessed on a case-by-case basis using all available evidence submitted. Reports are reviewed through a triage process, and an officer will only inspect the vehicle where several of the below assessment criteria are met establishing a potential abandoned vehicle. If the necessary criteria are not met, no inspection will be carried out.

- The vehicle is untaxed
- Flat tyres
- Broken windows
- Containing significant amounts of waste
- The vehicle has remained stationary for a significant period e.g., for at least 1 month without moving.
- The vehicle appears damaged, vandalised, burnt out or incapable of being driven.
- Missing essential parts, flat tyres, missing wheels, missing registration plates, or missing doors/bonnets
- There are visible signs of long-term neglect, such as flat tyres, heavy dirt accumulation or vegetation growing around the vehicle.

Please note that the following circumstances alone are not normally sufficient for us to investigate a vehicle as abandoned:

- The vehicle is legally parked on the public highway.
- The vehicle is taking up a parking space that residents would like to use.
- The vehicle is parked outside your property.
- The vehicle has not moved for period less than 1 month.
- The vehicle is untaxed but otherwise appears roadworthy and in regular use. [GOV.UK Report an untaxed vehicle service](#).
- The vehicle has no MOT – [Report | Leicestershire Police](#)
- The vehicle has no insurance – [Report | Leicestershire Police](#)
- The issue relates to a parking dispute between neighbours.
- The vehicle is old, untidy or considered unsightly.

Our aim is to focus enforcement resources on vehicles that are genuinely abandoned, present a safety risk, or have a detrimental impact on the local environment and community.

Appendix C - City Warden Update

Officer / Service Contact:

Name: Carl White
Role: City Warden

Date of Briefing: 10/09/2026

Prepared by: Carl White, City Warden

1. Service Priorities

- Investigate and reduce incidents of Fly Tipping.
- Domestic Bins on Streets project to reduce the number of domestic bins on streets. Students are moving back into the ward over the coming weeks; I am in touch with the universities to send information out to all students detailing their responsibilities regarding Household duty of care.
- Planned multi agency days of action to tackle ongoing issues week commencing 21/09/26.

2. Response to Actions from Previous Meeting

Action / Issue	Update / Outcome	Responsible Officer	Completion date / Status
Request to check abandoned vehicle with no MOT on corner of West Avenue and Montague Road.	Not yet complete	City Warden	Ongoing

3. Key Issues and Hot Spot Areas

Current issues/hot spots I have been dealing with include the following:

- Alleyway to the rear of the properties in Knighton Fields Road East and side of the commercial premises at 463 Welford Road had become overgrown and full of fly tipping, Notices have been issued to all properties with access to alleyway, work is ongoing.
- Front gardens throughout Clarendon area containing waste, Notices issued, waste removed by owners/residents of affected properties.
- A lot of complaints have been raised of domestic bins being kept on the streets outside of collection timings, Bins on Street project planned in to reduce this.
- Complaints received of fly tips across Clarendon area, particularly along Lorne Road and Cradock Road. Fly tips investigated and notices issued where appropriate to remove waste.

4. Planned Service Works

Location / Area	Type of Work	Timescale	Impact / Notes
City Centre / Clarendon	Multi agency day of action.		Investigate and reduce waste from public highways and private land.
Clarendon	Domestic Bins on Streets Project.		Reduce domestic bins being kept on the streets

5. Current Developments

None to note.

6. Service Changes

I will be taking over as warden for the whole of Castle Ward from 21/09/2026, focusing on dealing with waste issues affecting the City Centre and Clarendon Area.

7. Consultations / Community Engagement

None to note.

8. Additional Notes / Councillor Requests

I took over responsibility of Clarendon area from 06/07/26 and have been getting to know the trends and where the hotspots are for fly tipping, I ask you to please be patient as I get to know the ward and what the concerns are affecting it.

Appendix D - Highways Update

Officer / Service Contact:

Name: Rupert Bedder

Role: Group Manager – Highway Assets

Date of Briefing: 10/09/26

Prepared by: Rupert Bedder

1. Service Priorities

Continuation of our statutory duty to maintain the highway.

Delivery of planned maintenance and improvement schemes across the ward.

2. Response to Actions from Previous Meeting

Action / Issue	Update / Outcome	Responsible Officer	Completion date / Status
Request to look into options to close off ex-NCP car park entrances to deter ASB	The multi-storey car parks at Lee Circle and Rutland Centre have been boarded up to stop ASB. Lee Circle closure was carried out by the council under a community protection order. The surface level car park at Lee Circle is also in the process of being closed by the council. (should be done by the time of the meeting)	Caroline Green	closed
Request for a review of the St Johns project at 1 month after implementation and in Summer 2026, to determine the knock-on effects to the surrounding streets.	The St John the Baptist School Street trial is now in its third month. A traffic, pedestrian and parking count will be carried out at the end of September along with a public opinion survey with the residents, parents and pupils. A healthy street assessment will also be undertaken. Informal feedback so far has been mainly positive from residents, parents and pupils. Some displacement issues have been highlighted and are being dealt with via enforcement and the	Sally Slade	ongoing

	continued promotion of the Park and Stride sites.		
Request for update on possible changes to TRO in Castle View	(see attached plan) We're proposing 2 permit parking bays for Castle House who have had a previous agreement with the Council that they can park 2 vehicles on Castle View, and other permit, blue badge and loading bays on Castle View and Castle Yard for the other stakeholders in the area (see below). The proposal will prevent evening and Sunday parking on Castle View by the Church congregation, so we are proposing extra pay by phone and evening/Sunday parking on Castle Street to compensate. We have consulted with: Castle House, 22-24, Castle Street St Mary de Castro Church The Castle Pub DMU 5, Castle View We have heard back from all of these consultees who agree with the proposals to a greater or lesser extent.	Chris Middleton	ongoing
Request for the Phoenix to be used for the St Georges area consultation drop-in session.	The public consultation for the Queen St/St George St link and the CQ Parking TRO took place on Weds 12th August and was held at City Hall - 33 people attended including Ward Cllrs.	Paru N Dave	
Request to check lighting at St Georges and Town Hall Square	New lanterns have been procured for St Georges Street and have not arrived on the dates advised by the manufacturer. We will therefore install temp lanterns in the coming days.	Aaron Blackwell	Ongoing and closed

	Town Hall Square has been checked, and 1 lamp was found to have failed, which has been replaced. This was completed Tuesday 25th Aug. If any further streetlights are not working, please inform us using Love Clean Streets App or send a what3words location to lighting.client@leicester.gov.uk and we will investigate.		
Request for traffic calming measures at Granville Road car park due to misuse by drivers when empty	This is not something that we consider necessary, nor prudent to install in a busy car park, which it is for most of the day. We are aware of some ASB issues but have alerted this to the appropriate LCC teams and the police.	Luke Moore	ongoing monitoring
Request to relocate bench seating in front of Sainsburys on Granby Street	We are liaising with the Community Safety team to understand if there is sufficient justification for the relocation or removal of the bench	Alex Cameron	ongoing
Request to repair bench on Queens Road.	The bench was repaired	Rupert Bedder	closed
Request to remove wands at the junction of Montague Road and Queens Road.	Wands have been removed	Rupert Bedder	closed
Request for an update on the Queens Road safety scheme	There is no planned safety scheme for Queens Road. Whilst ward councilors supported improvement plans the scheme did not gain local business support, so it was decided to drop it and move funds elsewhere. Specific improvements to the pedestrian crossing facility are under consideration as part of the council's pedestrian crossing programme.	Joanna Aitken	closed
Request for information on gutter/gulley cleaning for Clarendon Park	Gully cleaning was completed by our gully crews on the streets within the Clarendon Park listed below, between 6th	Daniel Coles	closed

	and 10th July under temporary parking suspensions. ADDERLEY ROAD CECILIA ROAD CRADOCK ROAD EDWARD ROAD FLEETWOOD ROAD HARTOPP ROAD HOWARD ROAD LEOPOLD ROAD LORNE ROAD LYTHAM ROAD LYTTON ROAD MONTAGUE ROAD PORTLAND ROAD ST LEONARDS ROAD THURLOW ROAD The rest of the low-risk streets within the Clarendon Park area are scheduled to be visited later next year, along with re-visiting the high-risk streets in this area. The gullies on Victoria Park Road and Queens Road were cleaned by the night crew in February this year, and Clarendon Park Road in March.		
Request for an update on concrete lighting column checks on West Avenue	All the concrete lighting columns on West Avenue have now been replaced for new steel type lighting columns.	Aaron Blackwell	closed
Request for email address to report bus stop issue of audio buttons not working	busstopinfo@leicester.gov.uk or residents can send reports via LoveLeicester App, customer services, or any of the public transport of Leicester Buses emails as these will be forwarded on.	David Fenlon	closed

3. Key Issues and Hot Spot Areas

None to note.

4. Planned Service Works

See below.

5. Current Developments

Current works happening:

- Front Wall Improvement Scheme – Onsite on Welford Road and have constructed 8 walls, out of 40. Will finish around Christmas.
- Cultural Quarter Improvement works
- Southampton – Morledge to Wimbledon onsite now until end of September
- Queen St and St George St link will follow on from these works.

Planned schemes:

- Wellington Street - Dover Street to outside property 78
- Charles Street - Horsefair St to Humberstone Gate

6. Service Changes

None to note.

7. Consultations / Community Engagement

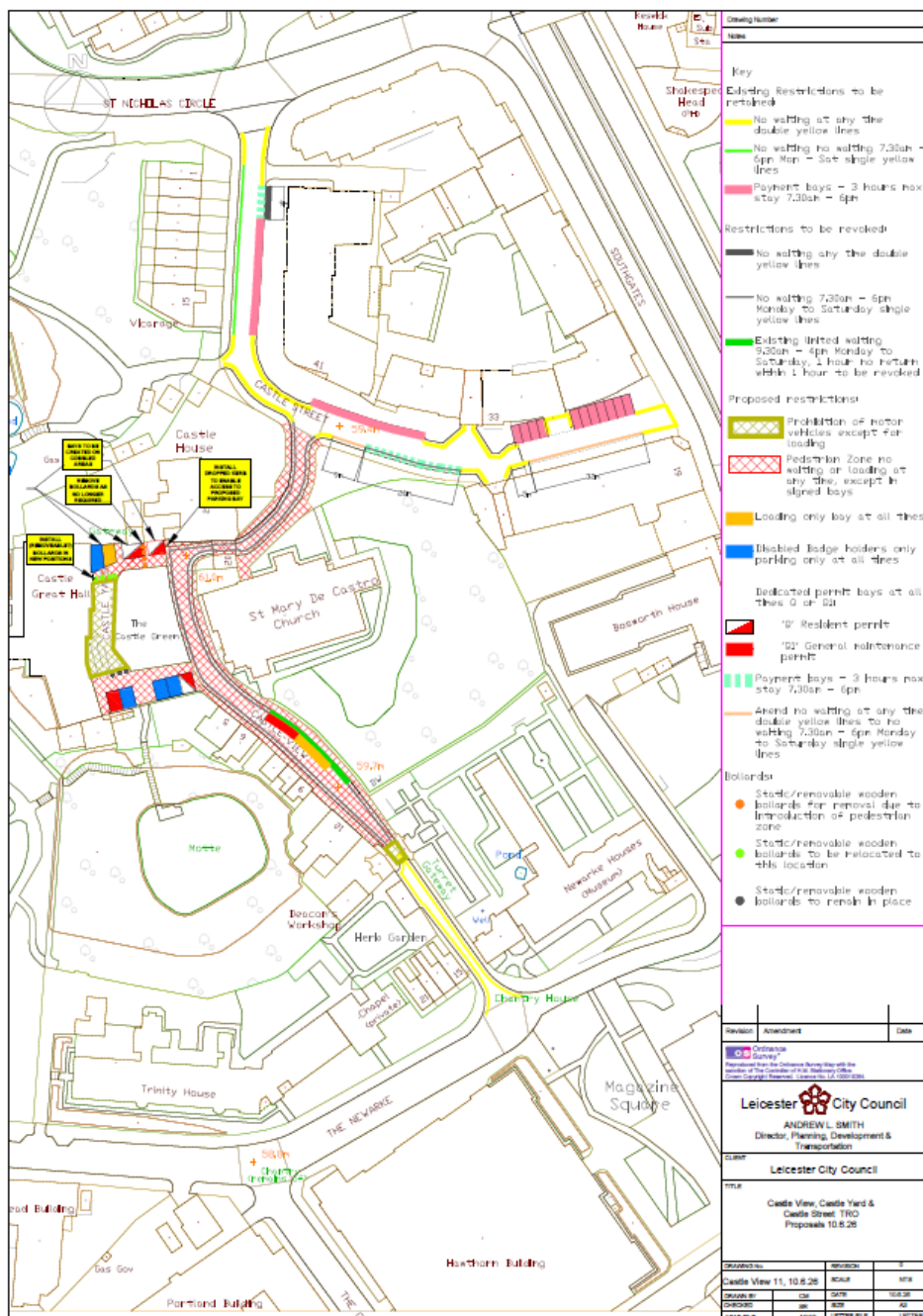
None to note.

8. Additional Notes / Councillor Requests

Our parking team continue to visit schools in the ward. Last visits are:

St John the Baptist	10/06/2026 + 28/08/2026
Avenue Road Primary	09/03/2026 + 27/03/2026
(camera car visits)	02/06/2026 + 19/06/2026
St Crispin's Grammar School	13/10/2025 + 17/08/2026

Castle View Proposals 21.7.2026



Appendix E - Smartbox Self Storage information

Free and discounted storage for local groups — Smartbox Self Storage, Putney Road

Smartbox Self Storage on Putney Road, next to Victoria Park, is marking its first year open by making a number of units available to local causes, from October.

Registered charities based within two miles of the site can have a unit free of charge, up to 50 sq ft. Community groups, clubs and unregistered voluntary groups in the same area can have a discounted rate on a unit sized to what they need.

Units are limited and allocated first come, first served, against whatever sizes are available at the time.

Groups can register interest now by emailing info@smartboxselfstorage.uk with a note of what they need to store.

