

# **Your Community, Your Voice**

## **Record of Meeting and Actions**

**6:30 pm, Tuesday, 21 September 2010**

**Held at: Main Hall, East West Community Project, 10 Wilberforce Road, Leicester LE3 0BG**

Who was there:

Councillor Andy Connelly
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Councillor Sarah Russell
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## **INFORMATION SHARING – ‘INFORMATION FAIR’ SESSION**

The following information stands were sited in the room. Members of the public visited the stands and were given an opportunity to meet Councillors, Council staff and service representatives:-

### **Ward Councillors**

Members of the public were able to talk to their local Councillors

### **Police Issues**

Members of the public were able to talk to the local Neighbourhood Team

### **Residents Parking**

Officers from the City Council were present to talk about the Westcotes residents parking scheme

### **Oxjam**

The organisers of the Oxjam festival were present to tell people more about this event

### **Bede Park**

Members of the public were able to discuss issues in relation to Bede park

### **City Warden**

The City Wardens team was present to discuss residents' concerns

At the conclusion of this informal session, members of the public were invited to take their seats and take part in the formal session of the meeting.

## **10. ELECTION OF CHAIR**

Councillor Connelly was elected as Chair for the meeting.

## **11. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Malcolm Unsworth of Trinity Hospital.

## **12. DECLARATIONS OF INTEREST**

Councillors were asked to declare any interest they had in the business on the agenda, and/or indicate whether Section 106 of the Local Government Finance Act 1992 applied to them.

Councillors Connelly and Russell both declared personal interests in agenda item 6, "Oxjam", as it was likely that they both would be attending this event. (See minute 15 below)

## **13. MINUTES OF PREVIOUS MEETING**

### a) Minutes

The minutes of the meeting held on 16 June 2010 were approved as a correct record.

### b) Matters Arising

Councillor Russell advised the meeting that an article had been included in the City Council's Link magazine on the Residents' Parking Scheme, (minute 3(a), "Minutes of Previous Meeting – Residents' Parking Scheme", referred). This had included information on how the success, or otherwise, of the scheme would be assessed.

Councillor Russell also reminded the meeting that, as a result of the closure of the Manor House Neighbourhood Centre, a large action group had been formed and was very interested in working with the Council to determine the future of the Centre. (Minute 4, "The Manor House Neighbourhood Centre", referred.)

A report was due to be made to the Council's Cabinet on 4 October 2010 recommending that the Centre be re-opened, although a decision on how long it would remain open would be made when usage rates were known. The other proposals for the Centre, such as the creation of five-a-side football pitches, also would be considered, but no decisions on these would be made until the Centre's future had been decided. Councillor Russell therefore urged everyone to use the Centre as much as possible.

In response to a question, Councillor Russell advised that the notice boards for which funding previously had been approved had been ordered and would be erected when permanent sites had been identified. It was likely that, initially, one would be located in Bede Park and one near the bus stop at the bottom of Hinckley

Road. Locations for the other two would be identified when it was known how well used they were. The boards could be used to advertise events and services at venues such as the Manor House Neighbourhood Centre, the West End Centre and local churches.

#### **14. ISSUES RELATING TO BEDE PARK**

Adrian Edge (Play and Youth Development Officer), Dave Flavelle (Area Parks Manager) and Anita Robinson (Parks Officer) were present at the meeting.

Councillor Russell advised the meeting that current financial restrictions meant that funding would not now be available to install the proposed fencing around Bede Park.

Anita Robinson advised that the cleaning schedule had been increased since last summer. Cleaning was carried out on Monday, Wednesday and Friday mornings by the Parks Services grounds maintenance team and, since June, the Park had been litter picked and the litter bins emptied in the evenings, at approximately 4.00 pm, by the Blitz litter team. Regular patrols also were undertaken, with visits to the Park made by Parks Officers and the City Warden team. Dave Flavelle noted that single litter bins throughout Bede Park had been replaced with double-sized bins, to increase disposal capacity. However, despite this, the amount of litter being left on the grassed area did not appear to have decreased.

Councillor Russell reminded the meeting that, when large scale developments were approved, the planning permission also could include a requirement on the developer to provide facilities of benefit to the community. This could include providing additional facilities in parks.

Adrian Edge explained that three options currently were being considered for the provision a multi-use area (ball court) in Bede Park through developer contributions. However, what could be provided would depend on how much funding was provided by the developer. At its most basic, it would be a tarmac area, with three metre high fences to keep the balls in. If more funding was available, it could be possible to also provide things such as floodlighting, or a better grade artificial surface.

Councillor Russell suggested that, alternatively, the developer could be asked to provide a skateboard area. For example, there was land at the rear of the former Key Pub, which currently was owned by Everards Brewery, that it was hoped could be brought in to community use, but it was recognised that the ability to do so was dependent on a lot of different factors.

The meeting welcomed both of these suggestions, noting that floodlighting could have the added benefit of discouraging people from meeting there to drink and agreeing that a skateboard park would be a good facility for local young people to use.

It also was suggested that De Montfort University could be asked to create a recreational square on its side of the canal, as there was a lot of spare land there and it could ease pressure on Bede Park. Officers recognised the advantages of

this, but noted that a lot of the land there was not owned by the University and it was not known who the developers were. This was further complicated by the fact that developers could submit planning applications for sites before they owned them.

The Chair advised the meeting that, when an application to turn the former Equity Shoe factory in to student accommodation was considered by the Council's Planning and Development Control Committee, an officer had suggested that the developer should contribute towards the provision of a ball court. However, there had been no previous discussion about this, so it was important that it was discussed now by the community.

Since that meeting, the developer had suggested funding the whole ball court. Although this was welcomed, some concerns remained. For example, the height of fencing required would make it very visible, although any reduction in anti-social behaviour arising as a result of it was to be welcomed.

Adrian Edge advised the meeting that the developer had been advised that the Council was seeking to make provision for young people and adults, but the developer had requested a more specific brief. For this reason, a multi-use area (ball court) had been suggested. The meeting noted that officers negotiated with developers on how funding would be used. Councillors did not take part in these negotiations, so could not appear to influence the discussions.

The meeting was reminded that Westcotes Ward currently had the least green space of any Ward in the City. The developer in question was seeking to provide shopping, a cinema and 200 units of accommodation, which some members of the community felt would be too much for Bede Park. Representations about the application could still be submitted, so it was suggested that objections could be lodged to the current proposal and the suggestion made that appropriate green space be provided on the development site, rather than taking away land from Bede Park and reducing its size. The proposed ball court also would reduce the size of the area used for the annual Riverside Festival.

Alternative suggestions were made of areas that could be used for green space, such as the industrial estate, which some felt was not being used properly, and the open areas down Great Central Way.

Adrian Edge advised that the Council's planning officers had been asked if a policy specific to the Western Park Road area could be produced. The potential for developing open space in conjunction with other areas could then be considered.

It also was noted that plans for the development of land either side of the Equity Shoes site were likely to be submitted shortly. The Ward Members advised that they would be asking for these to be determined by the Planning and Development Control Committee, rather than by officers. Individuals would be able to submit representations on the proposals. Information on the grounds on which objections could be made was available on the Council's website, in libraries, from planning officers, or through Ward Councillors. If it was received in time, the application in question would be included on the agenda for the Joint Castle and Westcotes

Community Meeting to be held on 27 October 2010 and the developer invited to attend the meeting.

In response to a question, it was noted that there currently was not a drinking ban on Bede Park. It was suggested that one could be introduced, for example with all drinking banned after 10.00 pm, but it was felt that drinking in the Park at any time could be a problem for neighbouring residents, (for example, as children often got disturbed at their bed times). The problem was not just with people staying in the Park to drink, but also with those using it as a thoroughfare.

Action	Officer Identified	Deadline
If it is received in time, the application for the development of the land either side of the Equity Shoes site to be included on the agenda for the Joint Castle & Westcotes Community Meeting on 27 October 2010 and the developer invited to attend the meeting	Elaine Baker / Peter Cozens	18 October 2010

## 15. OXJAM

Samuel Taylor, Regional Manager for Oxfam, gave a presentation on the Oxjam Leicester Takeover festival to be held on Saturday, 23 October 2010.

Samuel Taylor explained that:-

- This was a family-friendly multi-event programme, being held to raise money for Oxfam and increase brand awareness;
- Venues in Braunstone Gate would be “taken over” during the day and various bands and artists would perform there during the day, between 1.00 pm and 11.00 pm. After 11.00 pm there would be other events on in the City, showcasing local talent;
- Entry to the event would be by purchasing a wrist band, which would give access to all of the events being staged. These would cost £7.00 in advance, or £8.00 on the day. Children under the age of 10 would be admitted free when accompanying a paying adult;
- Other City festivals and carnivals had been invited to Oxjam to provide street dancing, such as Bollywood dancing by the Mela and dancers from the Caribbean Carnival;
- Some entertainment would be provided for children, such as gospel choirs and dance crews, but not all venues were licensed for families;

- Negotiations were being held with the Council to enable Braunstone Gate to be closed for 24 hours, to enable the event to take place. It was recognised that this could cause inconvenience for some people and businesses; and
- An application had been submitted to this meeting for a grant to cover the cost of public liability insurance for the event, (see minute 19, "Ward Community Budget 2010/11", below).

Councillor Russell advised the meeting that City Gallery staff would be running craft activities at the festival, which it was hoped would increase the family focus of the day. An application for funding for this had been submitted to this meeting, (see minute 19, "Ward Community Budget 2010/11", below).

Samuel Taylor confirmed that:-

- Oxfam had been working with the Council to keep noise levels down and ban drinking on the street;
- The event was being advertised through various local and social media. A press launch would be held on 2 October 2010;
- Businesses on Narborough Road were involved in selling tickets for the event and take-away food businesses were putting flyers in their bags;
- Parking for the event would be available in the MFI car park, but all publicity encouraged the use of public transport; and
- During the period of the road closure, buses would use the routes used during recent road works.

## **16. CITY WARDEN SERVICE**

Barbara Whitcombe, (Team Manager, City Wardens), introduced Olivia Bowles, the new City Warden for Westcotes, to the meeting.

Barbara Whitcombe then updated the meeting on dog fouling, explaining that:-

- Changes to the rules meant that it now was possible to use any bin to dispose of properly bagged dog waste;
- A campaign against dog fouling had been launched on 20 September 2010 with the slogan "There's no such thing as the Dog Pooh Fairy";
- People who were seen disposing of dog waste correctly would be rewarded and would be entered in to a prize draw; and
- The City Wardens were encouraging people to let them know where problems with dog fouling were being experienced, so that the areas could be monitored and appropriate action taken.

Olivia Bowles explained that there were not many issues with dog fouling in Bede Park. However, there currently were not enough rubbish bins around Great Central Way, leading people to leave bags of dog waste by lamp posts. More ordinary litter bins therefore would be put along this route.

In addition, as litter was a problem along Great Central Way, it was hoped that a litter pick of the area could be held. The opportunity would be taken to educate people on the problems that litter could cause.

Graffiti also was a problem in the Ward. This tended to be low level tagging and photographs of examples were circulated at the meeting for information. This graffiti could be removed free of charge. Barbara Whitcombe explained that funding had been made available for the provision of small graffiti removal kits and larger community graffiti removal kits. Both sorts could be obtained free of charge from the City Warden, who also would train people in how to use them.

It was recognised that cleaning an area could stop graffiti returning. However, some areas were difficult to clean. For example, to clean the area around where the bowstring bridge had been would require the road to be closed.

## **17. POLICE MATTERS IN THE WESTCOTES WARD**

Sergeant Dave Shields, Leicestershire Constabulary's Neighbourhood Sergeant for the Westcotes and Western Park neighbourhoods, reported that crime statistics for the Westcotes Ward continued to go down. A detailed breakdown was available on the Leicestershire Constabulary website and could be accessed via the following link:

<http://maps.police.uk/view/leicestershire/city/hinckley-road/westcotes/>.

Sergeant Shields then drew attention to the following:-

- The reduction in crime had been helped through the use of the anti-social behaviour car, in which plain clothed officers patrolled the area;
- The Police were working very closely with the City Wardens, with issues regularly being passed from one to the other for resolution. They also were working closely with the university on crime prevention matters;
- Consultation currently was being undertaken to establish what issues currently were of concern to residents. This would include visits to properties and street surveys;
- Graffiti would no longer be a priority for the Neighbourhood Team, as the City Warden Service was promoting a campaign to reduce and remove graffiti across the City.
- The Neighbourhood Team's current priorities were:-



- Anti-social behaviour – in particular, certain premises along Narborough Road; and
  - Match day parking – in particular, the possibility that the new residents' parking scheme would move the problem to the north side of Narborough Road. Work to stop anti-social parking, such as across driveways and on corners, would be undertaken with civil enforcement officers;
- Sometimes the Police used personnel carriers to transport the beat team, so on occasions the carriers could be seen parked on the street; and
  - The Neighbourhood Team could be contacted through the Leicestershire Constabulary website, on telephone number 0116 222 2222, or were happy to be stopped in the street.

A resident raised concerns that a Police car had been seen driving the wrong way up a one-way street, then parking while the officer left the vehicle to buy food at take-away food premises. Sergeant Shields asked that any such incidents be reported to him, as this was an abuse of the car.

Concern also was raised that, when people parked badly and then left their vehicles, the Police did not take any action. In response, Sergeant Shields explained that the Police had to wait for the person to return to their car and drive away before they could act, so it could be difficult to be in the right place at the right time. However, if this was happening persistently at certain addresses the situation could be monitored.

The Police also reported that they currently were carrying out checks on taxis and were taking action against taxis parking badly, (for example, double parking), and turning in the Braunstone Gate area. If they persisted, they would be prosecuted through the City Council.

Councillor Russell suggested that, if people had a suggestion for where taxi ranks could be located, they could speak to the Ward Councillors. The need to ensure that any such locations could be used safely was stressed.

## **18. WARD ACTION PLAN**

Peter Cozens, (Members Support Officer), circulated the draft Westcotes Ward Action Plan 2010/11.

In view of the lateness of the hour, it was

**AGREED:**

- i) that consideration of the Westcotes Ward Action Plan 2010/11 be deferred to the next meeting; and

- ii) that, in the meantime, any suggestions for priorities and, where possible, suggested ways of addressing these priorities, be passed to the Members Services Officer.

## **19. WARD COMMUNITY BUDGET 2010/11**

The meeting was reminded that applications for funding for art and craft activities at the Oxjam Festival and an alley gate near the corner of Danvers Road and Narborough Road had been circulated with the agenda.

It was noted that, since the agenda had been circulated, the number of hours for which the workshop facilitator at the Oxjam Festival would be charging had been reduced from 16 to eight. As such, the amount requested had been reduced to £375.44.

It also was noted that, since the agenda had been circulated, an application for funding had been received for the Oxjam Leicester Takeover Event. A grant of £612.50 had been requested to cover the cost of public liability insurance for the fundraising event Oxjam Leicester Takeover. The application was tabled at the meeting and a copy is attached at the end of these minutes for information.

The meeting was advised that it had been proposed to install a gate at the entrance to the alley near the corner of Danvers Road and Narborough Road, as anti-social behaviour by people using the take-away food outlets in the area was adversely affecting local residents.

### **RECOMMENDED:**

- 1) that funding of £375.44 from the Ward Community fund be supported for the provision of art and craft activities at the Oxjam Festival;
- 2) that funding of £612.50 from the Community Cohesion Fund be supported for the purchase of public liability insurance for the Oxjam Takeover Event; and
- 3) that funding of £500 from the Ward Action Plan budget be supported for the installation by residents of an alley gate near the corner of Danvers Road and Narborough Road.

## **20. ARRANGEMENTS FOR FUTURE MEETINGS**

### **a) Dates and Venues**

#### **NOTED:**

- 1) that further Westcotes Community Meetings would be held on Tuesday, 30 November 2010 and Tuesday, 8 March 2011;
- 2) that the Information Fair for both meetings would start at 6.30 pm and the main meetings would start at 7.00 pm; and

- 3) that both meetings would be held at the East West Community Project, 10 Wilberforce Road.

b) Publicity and Despatch Arrangements

AGREED:

that minutes of Westcotes Community Meetings be published on the Council's website as soon as they are available and that paper copies be circulated with the agenda for the next meeting.

**21. ANY OTHER BUSINESS**

a) New Sports Centre at De Montfort University

The meeting noted that De Montfort University was due to be submitting a planning application shortly for a new sports centre.

AGREED:

that, if it is received in time, the application by De Montfort University for a new sports centre be presented to the Joint Castle and Westcotes Community Meeting on 27 October 2010 for discussion.

Action	Officer Identified	Deadline
If it is received in time, the application by De Montfort university for the development of a new sports centre to be included on the agenda for the Joint Castle & Westcotes Community Meeting on 27 October 2010	Elaine Baker / Peter Cozens	18 October 2010

b) Development of De Montfort University

Some concern was expressed that there did not appear to be a strategy for controlling the development of De Montfort University. As a result, development was piecemeal, with no cap on the amount of student accommodation being provided. There was not a wish to stop the expansion of the University, but the meeting felt that any such development needed to be balanced against the needs of the area.

It was noted that these issues would be discussed at the Joint Castle and Westcotes Community Meeting on 27 October 2010. The meeting suggested that this discussion could include issues relating to the transient nature of the local population and the number of To Let signs in various roads. To facilitate this, representatives of the Empty Homes / Private Lettings team could be invited to the Joint Meeting.

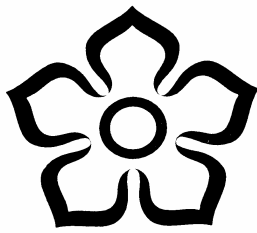
The Ward Members stressed that the Council wanted to help develop a greater sense of community in the area, especially now the number of families in the area was increasing. However, some people felt that it could be difficult to raise a family

in the area if you lived next door to rented accommodation, as some tenants did not show consideration for their neighbours.

The meeting also suggested that it could be useful for the City Council to develop a tourism strategy. This could help things like local architecture to be highlighted, encourage the development of facilities such as artisan workshops and prevent the universities from taking over large areas of the City.

## **22. CLOSE OF MEETING**

The meeting closed at 9.12 pm



Leicester  
City Council

For internal use only by Members Support Team

Unique reference number \_\_\_\_\_

Date scanned in \_\_\_\_\_

*This application will be considered as (please circle):*

Ward Action Plan

Community Cohesion

Ward Community Fund

# Minute Item 19

## Ward Meeting Grant Application Form

1. Name of Ward(s) to which you are applying for funding

Westcotes

2. Name of your project/proposal

Oxjam Leicester Takeover

3. Name of group or person making the application

Samuel Taylor

4. Detailed description of proposal. Please tell us:

Oxjam is a subsidiary of Oxfam, which aims to raise money through music related events. My main focus as Regional Manager is to organise and produce a city takeover event that will take place on the 23rd of October. The Leicester event will run in conjunction with similar takeover events in around 35 cities across the UK. By the term city takeover, we will "takeover" 9 venues (of which Obar is one) over one day. Throughout the day (and evening) these venues will provide a roster of bands and artists, ideally each loosely catering to a style or genre. Attendees will purchase a wristband that will gain them access to all the venues involved. The focus is to engage the immediate community, whilst raising money and awareness for a much larger cause. Local music, global impact. As Oxfam is one of the largest charity organisations in the world, and will be supporting the event through their marketing channels, we anticipate a national interest. This in turn should provide a platform to promote local talent. The core team will also be

organising a number of fundraising events to provide money for resource to produce the event. We will also be encouraging local people to organise music fundraising events to raise money directly for Oxfam for which we will offer our full support (although these events will not provide money to help produce the takeover, we can utilise them to promote the event and will factor them into the marketing strategy). The festival is now in its second year and was a success previously. As the new manager, I hope to build upon that success and move it to the next level.

Our strategy is to focus the event around Braunstone Gate during the day into the early evening of October the 23rd 2010 (the event will then spill out into some key venues in the city centre). The venues we have approached have all been specifically chosen for their proximity, reputation and commitment to the local music scene and wider community as a whole. To this end we are working with the council to close the road. The reasons for this being -

- Safety (This is tantamount, as there could potentially be a high volume of people congregating in this area and we feel our responsibility is to their safety and well-being above all else)

- Community (The pedestrianisation would create an environment whereby we could produce an event that would appeal to the community; embracing all age groups and backgrounds. We believe this would provide a tangible sense of unity for all in attendance)

- Culture (The closure would enable us to develop a program of varied, vibrant music and entertainment that would compliment each other, creating a synergy that would be inclusive to the full and rich diversity that Leicester has to offer. This in turn should generate positive media interest that should benefit the area.)

- Legacy (We fully believe that the success of this event will provide a legacy, both culturally and economically, that Leicester can be proud of, not forgetting the underlying cause; raising money for a worthy charity.)

Myself and my team, and all the people who will be consequently be involved are all local residents who volunteer our time. We are excited at the prospect of providing a colourful, music-rich and memorable event that created for the people by the people. All the money raised will help combat global injustice.

The cost of the road closure is a high one, and one that as a charity we can not cover. It looks like we have the funding to cover the cost of the traffic management from the council, but need to cover the cost of the public liability in order for the council to give us the full go ahead. It is to cover the cost of this that we are placing the bid.

5. Have you attached any supporting information? YES  NO   
(Please tick)

6. Does your organisation have audited accounts? YES  NO   
(Please tick)

*If yes please submit your latest set*

7. Does your organisation have a constitution? YES  NO   
(Please tick)

*If yes please submit your constitution*

8. How much are you applying to the Ward Meeting(s) for?

£612.50

9. Please show each item of expenditure and say whether it is an estimate or an actual cost. Costings should be as accurate as possible and in most cases be based on quotes. If it is an actual cost please provide quotes and any other written confirmation. In the final column please show which elements of your project you are applying to the Ward Meeting for?

Item	Cost £	Estimate or Actual cost (E or A)?	Request to Ward Meeting (£)
Public Liability Insurance	612.50	A	612.50
<b>Total</b>	612.50		

10. Have you obtained or are you trying to obtain funding for this project from anywhere else, either Leicester City Council or from another organisation? If so, please give details including:

Name, address, phone number and any other contact details of the funder.

The amount requested or received.

When do you expect a decision if you do not know already?

**Please note that a failure to disclose any relevant information relating to other funding streams may result in your application being rejected or any offer of funding being withdrawn.**

No



## Quotation

FAO:

**Quote Ref: QEV13100**

**Quote Date: 28 Jul 2010 Issued By**

**Quote Expiry: 28 Oct 2010 DAN**

**Period Of Insurance**

**Commencement Date: 23 October 2010**

**Expiry Date: 23 October 2010**

<b>Name of Insured</b>	Samuel Taylor
<b>Address of Insured</b>	

<b>Venue</b>	Braunstone Gate, Leicester, Leics, LE3
<b>Type of Policy</b>	One-off
<b>Event Name</b>	Oxjam Leicester Takeover
<b>Type Of Event</b>	Multi-Venue music event with road closure
<b>Max Attendance</b>	2,500

SECTION	COVER	SINGLE ITEM LIMIT	INDEMNITY LIMIT	EXCESS	PREMIUM
1	Public Liability	0	1,000,000	500	612.50
2	Employers Liability	0	0	0	0.00
3	Event Equipment	0	0	0	0.00
4	Cancellation, Abandonment, Postponement	0	0	0	0.00
<b>Net Premium</b>					<b>583.33</b>
<b>Broker Comm. 0.00%</b>			<b>I.P.T. @ 5.00%</b>		<b>29.17</b>
<b>Total Premium</b>					<b>612.50</b>

**Endorsements and Special Conditions**

All 3rd parties must carry their own public liability insurance.

Please note: This document is not a policy schedule. This is a quotation.

Event Insurance Services Limited  
20a Headlands Business Park  
Ringwood  
Hampshire  
BH24 3PB



**Quotation Acceptance Slip**

**Quotation Reference: QEV13100**  
**Client Name: Samuel Taylor**

Tel: 01425 470360  
Fax: 01425 474905

info@events-insurance.co.uk  
www.events-insurance.co.uk

I confirm that we wish to proceed with the quotation and that no material facts have changed since the quotation was originally provided.

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_