

ACTION LOG

Saffron Ward Community Meeting:

Monday 13th October 2025

6:00pm

Aylestone Leisure Centre, 2 Knighton Lane East, Leicester, LE2 6LU



Present

Cllr Elly Cutkelvin (Chair)

Leicestershire Police: PCSO Spencer Clayton, PCSO Michelle Holton

Punum Patel – Ward Community Engagement Officer (WCEO)

Apologies

Cllr Ted Cassidy MBE

Item	Action to note	Who
1.	Introductions & Apologies, Declarations	
	<ul style="list-style-type: none">The Chair, Cllr Cutkelvin opened the meeting and welcomed everyone. Apologies were received from Cllr Cassidy.No declarations were noted.	
2.	Councillors Feedback	
	<ul style="list-style-type: none">The meeting noted an update from Cllrs including council service areas and responsibilities, how to contact Councillors, how to get involved in local residents' meetings and litter picking events, community craft corner at Kingfisher youth club and upcoming Christmas event.Cllrs to speak with Highways team regarding points at which cycle lanes run across bus stops, to see if there are any measures that can be introduced to improve safety.Residents to email names of fading street signs to Cllrs.Residents to report issues directly to Cllrs.	Cllrs Residents Residents
3.	Local Policing update	
	<ul style="list-style-type: none">The meeting noted an update from Local Police including priorities for the ward, ASB, drug misuse, Safer Streets campaign, Halloween and Bonfire Night operations and drop-in surgeries.Request to look into Red vehicle wholly parked on the pavement at Knighton Lane and Grace Road junction near new flats.Residents to contact PCSO Spencer Clayton directly with any issues.All information relating to the ward including surgery dates and times, can be found at www.leics.police.uk/area/your-area/leicestershire/south-leicester/freemen/about-us/top-reported-crimes-in-this-areaResidents to keep reporting incidents via 101 and online at www.leics.police.uk/reportcrimeResidents to sign up to Neighbourhood Link to stay up to date with Policing issues in the local area (www.neighbourhoodlink.co.uk)	Police Residents Residents Residents
4.	City Warden update	
	<ul style="list-style-type: none">The meeting noted an update from the City Warden – Appendix ARequest to look into overflowing donation bins in ward.	CW

5.	Highways update	
<ul style="list-style-type: none"> The meeting noted an update from Highways – Appendix B Request to look into scaffolding blocking car parking spaces near Aylestone Leisure Centre. 		Highways
6.	Housing update	
<ul style="list-style-type: none"> The meeting noted an update from Housing – Appendix C No actions to note. 		
7.	AOB	
<ul style="list-style-type: none"> Residents raised concerns about ongoing issues with a dangerous dog in Aylestone Park. Cllr Cutkelvin to speak with Dog Warden Team. Residents to keep reporting incidents to the Police and PCSO's, preferably at the time of the incident as Dog Units may be on patrol in the local area. PCSO Spencer Clayton to update residents via the Dog Walkers WhatsApp group. PCSO Spencer Clayton to report back to Cllrs. 		Cllrs Residents PCSO PCSO
8.	Ward Community Budget	
<ul style="list-style-type: none"> The meeting noted a Ward Funding update. Opening balance: £18,067.00 Number of applications supported: 13. Balance remaining: £9,918.00. 		

The meeting closed at 8:00pm.

CITY WARDEN SERVICE



Dawn Eagland
CITY WARDEN
Saffron Ward

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Website:
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Telephone: 0116 4541001

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City Wardens,
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**These are the main issues that
the
City Wardens can help with:**

- Educating the public and raising awareness of environmental crimes

ENFORCEMENT ISSUES:

- Littering
- Rubbish on private land
- Small scale fly tipping
- Failure to produce Waste Transfer Documents
- Pan Spitting
- Dog fouling & Dog Control Orders
- Skips & Scaffolding
- Bins on the street (Domestic & Commercial)
- Vehicles for sale on the road
- Repairing vehicles on the road
- Bird Feeding
- Fly posting
- Graffiti

SAFFRON WARD



CITY WARDENS WORKING WITH YOU TO IMPROVE THE CITY'S ENVIRONMENT

CITY WARDEN UPDATE

I AM THE CITY WARDEN FOR THE AREA DAWN EAGLAND AND LOOK FORWARD TO WORKING WITH YOU ALL TO HELP IMPROVE THE AREA YOU LIVE IN.

SINCE APRIL 2025 THE CITY WARDEN SERVICE HAS BEEN REASSIGNED TO WORK IN THE TOWN CENTRE ON THE PUBLIC SPACE PROTECTION ORDER. WE ARE STILL CURRENTLY INVOLVED BUT HAVE SOME TIME ON OUR OWN WARDS WHICH HELPS WITH THE BACKLOG AND NEW REPORTS FOR ME TO DEAL WITH AND INVESTIGATE ISSUES.

BELOW IS SOME WORK I HAVE DEALT WITH SINCE JANUARY 2025

FLY-TIPPING

Fly-tipping is a city wide problem. 85 investigations have been conducted throughout the ward and there are a couple more ongoing. I regularly patrol hotspot areas to ensure that they are kept clear and working with other departments to achieve results. Am working hard to educate residents/businesses in how they should dispose of their waste legally.

Information of the Recycling Centres and bulky Waste collections can be found at www.Leicester.gov.uk/your-environment/recycling-and-waste.

COMMUNITY PROTECTION NOTICE WARNING LETTERS - CITY WARDEN HAS ISSUED 10 CPW's FOR FLYTIPPING TO PROPERTIES ACROSS THE SAFFRON WARD AND 21 ISSUED FOR UNTIDY LAND.



If you have any issues that you would like to report then please speak to the City Wardens or contact the service via www.Leicester.gov.uk/lovecleanstreets

Bins on Streets – Residential & Commercial

Working with residents and landlords to remove bins from the pavements along with businesses to remove commercial bins once they have been emptied. Abandoned bins are removed as quick as possible from our streets.

Within the Saffron Ward **128 Fixed Penalty Notices** have been issued to properties leaving bins on the pavements. Another project starts this month do address bins on streets.

Also damaged lids, requested a new one to be placed. Arranged bin removal of an abandoned bin from a different council.

Please help to keep our streets clean, and ensure your bin is removed from the public highway after collection and not left on the street.



Private – Untidy Land

Community Protection Notice Warning Letter issued on The Fairway and land now being cleared of waste by landowner.



Fly tips and Untidy Land

Investigations completed where evidence is gained enforcement action is taken. Letters are sent to residents and property owners



Fly Posters

Over the last few months 6 Fixed Penalty Notices have been issued within the Saffron Ward for Businesses attaching posters to street furniture without permission.

Also have had a successful prosecution in court against a company attaching flyposters on highway railings.

Obstructions

Building Materials left on the Public Highway Enforcement Notices sent to properties and materials removed.

Commercial Business premises within Saffron Ward

Inspections will commence shortly to ensure business waste is disposed of correctly under Section 34 of The environmental Protection Act 1990

Appendix B

Highways Update

Action Points from previous ward community meeting:

- Request to find out when the 20mph proposal for Hughenden Drive
 - Hughenden Drive is in the Aylestone Park Area 20mph Zone which is programmed for design and consultation in 2026/2027.

Schemes discussed with Director of Highways:

- Duncan Road - Two mini-roundabouts need remarking as they have faded away. Please check and arrange for remarking.
 - We will arrange the repainting of the mini-roundabout, and this should be done in the next 12 weeks.
- Saffron Lane area TRO's - Please can we provide an update on the 3 TRO's we are taking forward at Boundary Rd area, Hughendon Drive area and Batten Street
 - *See TRO update.*
- Saffron Ward 20mph zones - Update requested on plans for 20mph zones in Saffron Ward and the timelines.
 - Saffron Estate area 20mph zone scheme which encompasses The Fairway and Windley Rd is programmed for delivery during the 2026/2027 financial year.
 - The Aylestone Park area 20mph zone scheme is programmed for delivery during the 2026/2027 financial year.
- Lorrimer Rd/Knighton Rd & Hughendon Dr/Saffron Lane & Banks Rd/Aylestone Rd - Road safety concerns due to poor sightlines when pulling out of junction.
 - Road safety sites across the city are currently identified based on road traffic incident reports provided by the police. Sites where there have been repeated incidents, or where police investigations have found that highway design or usage may have contributed to the occurrence or severity of an incident, are assessed and built into the rolling Local Safety Schemes programme. These are known as cluster sites.
 - None of the sites provided meet the criteria – of the three, the only recorded incident was on Banks Road/Aylestone Road junction, which occurred in 2019. As a rule, road safety incidents for the past 5 years are considered as part of trend analysis.

Highways Maintenance Works

We continue to inspect the footways and carriageways around the ward and in the last 6 months have found actionable defects as follows:

- Carriageway - 110 orders
- Footway - 163 orders

School Streets

Our Parking Enforcement team continues to visit schools in the ward, at drop off and pick up times to enforce parking restrictions. Latest visits are:

- Hazel Primary 13/06/2025 + 22/09/2025 + 17/12/2025
- Marriott Primary 21/01/2025 + 01/05/2025 + 07/10/2025
- Knighton Mead 15/01/2025 + 11/04/2025 + 01/10/2025

Traffic Regulation Orders

We have just finished Stage 2 consultation for a project to amend a number of parking restrictions in the ward. The proposals are to:

- To introduce No waiting / No Loading At any time (junction protection) on part(s) of the following road(s):
 - **Aylestone Road, Brooksby St, Hughenden Drive & Lothair Road**
- To introduce No waiting at any time, No loading 7.30am – 9.30am & 4pm – 6pm Mon to Fri inclusive on part of the following Road(s):
 - **Aylestone Road, Hughenden Drive, Lothair Road and Saffron Lane**
- To introduce No waiting At any time on part(s) of the following road(s):
 - **Batten St, Dartford Road, Hughenden Drive & Lothair Road**
- To introduce a Loading Bay operating on all days at all times inclusive on part of the following road:
 - **Greenhithe Road**

Other

We have just started to look at the next phase of the Saffron Lane scheme – from Copinger Road to the Fairway and then onto the Pork Pie roundabout.

A topographical survey has been commissioned and should be done in the next few weeks. The next stage will be to look at preliminary designs. There is no date planned for construction yet though.

Appendix C

Housing Update

Tenancy sustainment across the city the past year overall was 95.80%. This equates to Leicester City Council tenancies being sustained for at least 365 days. The tenancy sustainment for tenants in the Saffron ward was 92.05%.

The total void properties (LCC stock) are currently 400.

This consists of the following: (the voids team are using a different procedure to monitor and manage the voids in which they now are using Stages to monitor where the void is at)

- 25 Stage 1 properties that are with Tenancy Management either chasing keys to be returned or are being used as decants.
- 50 properties at Stage 2 – With voids: Inspection stage.
- 163 properties at Stage 3 – With Technical Services.
- 109 properties at Stage 4 With Voids: Repairs Stage.
- 38 properties at Stage 5 with Property Lettings.
- 4 properties with no stage recorded.
- 11 Acquisition properties

Current void properties in the **Saffron ward** = 29 properties.

This consists of the following.

- 0 Stage 1 properties that are with Tenancy Management.
- 2 properties at Stage 2 – With voids: Inspection stage.
- 6 properties at Stage 3 – With Technical Services.
- 13 properties at Stage 4 With Voids: Repairs Stage.
- 7 properties at Stage 5 with Property Lettings.

The average relet time this financial year so far is currently 164.3 days on average although we only half through this financial year. Last year (24/25) in total was on average 133.5 days and the year before that (23/24) the average relet time was 213.8 days.

The average relet time by over the past 3 recent months is as follows – July 2025 = 70.0 days, August 2025 = 129.5 days, and September 2025 = 183.4 day.

Pop Up Housing Office sessions commenced in March 2025 and have been welcomed by all those attending, there are 6 sessions each week across the 3 Tenancy Management Districts (South, East and West) between 11am and 3pm. There are representatives from Tenancy Management, Repairs, and the Leasehold Team (in St Matthews). Saffron is part of the South District in which our sessions are held on a Wednesday at The Pork Pie Library and the BRITE Centre in Braunstone. The overall footfall so far has been in excess of just over 1000 people who have attended all the sessions. The sessions held at the Pork Pie Library have attracted 235 people discussing a variety of issues with the Housing Officers.

A new Engagement Team has been created, the team consists of a Policy and Engagement Manager and 3 engagement officers, 1 engagement officer for each Tenancy Management

District. The overall focus of the team will be engaging with the tenants at events, facilitate the Pop-Up Housing Office sessions, and oversee the newly created Tenants Scrutiny Panel.

In May, Housing was visited by The Regulator of Social Housing (RSH) from Central Government who undertook an inspection of many different areas and aspects of Housing. They published their judgement, and we have been awarded a C3 grading, which is in line with our expectations after we carried out our self-assessment and is equivalent to what the other 11 large cities with HRA housing services have also received.

Positively, the RSH was assured that our residents are safe in their homes as we meet legal requirements in terms of gas safety, smoke and carbon monoxide safety, fire safety, water safety and lift safety. The RSH recognised that we deal with ASB effectively and work in partnership with other organisations to deal with, prevent and deter ASB and hate crime on our estates.

Leicester is a diverse city, and the RSH acknowledges that we understand the needs of the tenants and we use this information when designing services. They also recognised that we take tenants' views into account when making decisions and we communicate the outcomes to our residents. We know that there is still some more work to do to make sure that all of our communities are involved in shaping our services and we intend to do this through our dedicated Engagement team.

We are aware that there are areas we need to improve on, and we have a robust action plan in place to work to improve areas where we have gaps and weaknesses.

The main areas that the Regulator identified as requiring improvement to meet the Consumer Standards are:

- Address our Repairs & maintenance out of category repairs.
- Undertake Housing Health & Safety Rating inspections (HHSRS) of all our homes in a 5-year cycle (introduced as a requirement in April 2024) to improve our stock knowledge.
- Undertake EICRs Electrical Safety inspections every 5 years (also introduced as a requirement in April 2024).
- Utilise our Complaints to identify trends and patterns and act on this information.
- Improved reporting to tenants and Councillors on our performance.

We will be working closely with the RSH over the coming months to provide them with further assurance that we know what we need to do to achieve a compliant housing service and deliver this.

The Community Growing Project on Meadow Gardens was officially opened on Friday 1st August, this project was devised by officers from the Public Health Team with Councillor Vi Dempster. The Public Health Officers also worked with both Saffron ward Councillors, members from Tenancy Management, and members from The Conservation Volunteers (TCV) to create a garden for all the residents to enjoy growing their own produce with ongoing help and assistance from the TCV team.



