

ACTION LOG

Saffron Ward Community Meeting:

Monday 9th February 2026

6:00pm

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



Leicester
City Council

Present

Cllr Ted Cassidy MBE
Cllr Elly Cutkelvin (Chair)
Leicestershire Police: PCSO Spencer Clayton
Punum Patel – Ward Community Engagement Officer (WCEO)
Residents - 9

Apologies

None

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.No declarations were noted.	
2.	Councillors Feedback	
	<ul style="list-style-type: none">The meeting noted an update from Cllrs including new Housing Engagement Officer roles, litter wombles, current consultation on proposals for local government reorganisation in Leicestershire, Leicester and Rutland, outcomes on the consultation on leisure centres and case work.Request for a sheltered bus stop opposite the doctors surgery on Aylestone RoadRequest to look into damaged grass verges in ward.	Highways Highways
3.	Local Policing update	
	<ul style="list-style-type: none">The meeting noted an update from Local Police including outcome of operations, ongoing patrols and community engagement, positive outcomes of the Clear Hold Build initiative on Saffron Lane estate, positive impact of support with community spaces, positive feedback from residents.Request for police presence in the St Andrews area of the ward.Request to look into vehicles being left at Knighton Lane and Grace Road junction.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 Police Residents Residents Residents

4.	City Warden update	
	<ul style="list-style-type: none"> ▪ The meeting noted an update from the City Warden – Appendix A ▪ Request for education project for the St Andrews area. ▪ Request for information posters for stairwells in the St Andrews area. 	CW CW

5.	Highways update	
	<ul style="list-style-type: none"> ▪ The meeting noted an update from Highways – Appendix B ▪ Request for information on pot hole strategy/process, and information on pot hole repairs for the ward. ▪ Request to look into painting kerbs along cycle lane on Aylestone Road. Kerbs are slippery and not visible due to bad weather and fallen leaves thus making it dangerous when cycling. ▪ Request to look into placement of cycle lane wands to ensure enough space for emergency vehicles. ▪ Request for parking wardens to patrol the St Andrews area due to ongoing issues with taxi's parking and blocking driveways and access points. Key times are 8.00am, 1.30pm to 2pm and 6pm to 8pm. ▪ Request for Saffron Cllrs to be included in consultations on the plans for Knighton Lane parking restrictions. 	Highways Highways Highways Parking Highways

6.	Housing update	
	<ul style="list-style-type: none"> ▪ The meeting noted an update from Housing – Appendix C ▪ Request for increased and improved training for engineers for new heating system. ▪ Request for improved communication when reporting issues. ▪ Request for improved communication with vulnerable residents. 	Housing Housing Housing

7.	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: 20 Balance remaining: £202.00 ▪ Request to invite groups that have received ward funding to feed back at next ward community meeting. 	WCEO

The meeting closed at 7.40pm.

City Warden – Appendix A

CITY WARDEN SERVICE



Dawn England
CITY WARDEN
Saffron Ward

Email: city.warden@leicester.gov.uk

Website:

www.leicester.gov.uk/lovecleanstreets

Telephone: 0116 4541001

Facebook: Leicester City Wardens

Twitter: City Wardens

City Wardens,
York House
91 Granby Street
Leicester,
LE1 6FB

**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



Leicester
City Council

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. JANUARY 2026, NOW BACK ON WARD I HAVE BEEN BUSY WITH THE BACKLOG AND NEW REPORTS FOR ME TO DEAL WITH AND INVESTIGATE ISSUES.

BELOW IS SOME WORK I HAVE DEALT WITH SINCE SEPTEMBER 2025

FLY-TIPPING

Fly-tipping is a city wide problem. **125** 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 23 CPW'S FOR FLYTIPPING ISSUED TO PROPERTIES ACROSS THE SAFFRON WARD AND 10 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 & Recycling Banks

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.

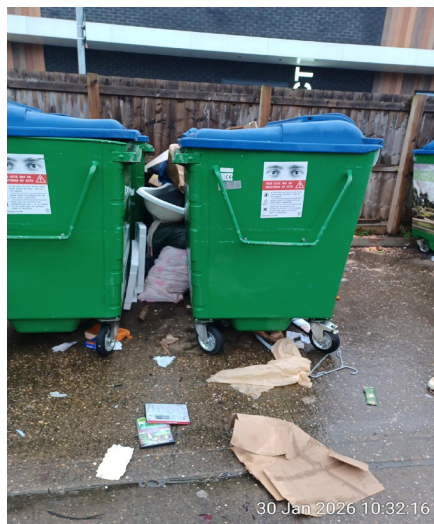
Within the Saffron Ward **86 Fixed Penalty Notices** have been issued to properties leaving bins on the pavements. Another project starts this month do address bins on streets.

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

Bins found out on the pavement are now being stickered, first part of enforcement on New Park Road, Boundary Road Knighton Fields Park West, Shakespeare Street and Sheridan Street, and some residents have taken bins off the pavement.

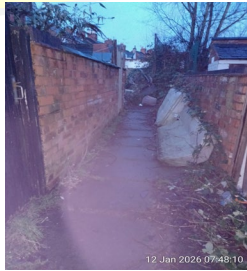
Please help to keep our streets clean, and ensure your bin is removed from the public highway after collection and not left on the street.

Recycling banks within the ward have been checked, flytips investigated where evidence found enforcement action is taken, only a name no address on this occasion. Aylestone Leisure Centre is still being monitored since the salvation Army Bank was removed less flytipping has occurred.



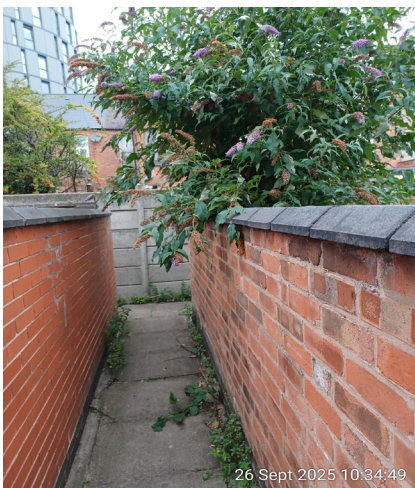
Private – Untidy Land

Community Protection Notice Warning Letters issued to Occupiers, Landlords and Owners re New Park Road Alleyway waste along houses behind 90-108 Lansdowne Road part has already been removed, see attached photos. The top end near the allotment will be cleared soon.



Fly tips and Untidy Land

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



Obstructions

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

Commercial Business premises within Saffron Ward

Inspections have started, 1 Fixed Penalty Notice has already been issued to a company who didn't provide documents to ensure business waste is disposed of correctly under Section 34 of The Environmental Protection Act 1990

Parking on pavements along Boundary Road

Since September parking enforcement had 53 visits, 79 vehicles observed, and issued 49 Penalty Charge Notices

Red car Knighton Lane and Grace Road

Inspected area nothing found at the above junction

Highways Update – Appendix B

Action Points from previous ward community meeting:

- Request to look into scaffolding blocking car parking spaces near Aylestone Leisure Centre.
 - We are unable to release the barriers blocking the parking spaces until the scaffolding on the opposite side of Saffron Lane is removed (risk of large vehicles parking and blocking the road). We are aware that the building has now been sold to a developer and so we hope that this situation will be resolved in the coming months.

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 – 138 orders
- Footway – 166 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 17/12/2025 + 29/01/2026
- Marriot Primary 07/10/2025 + w/c 9th Feb 2026
- Knighton Mead 01/10/2025 + 07/02/2026

Traffic Regulation Orders

Batten Street / Hughenden Drive / Boundary Road – Parking restrictions, loading bays, etc. - The made notice advert has been advertised on the 6th February on streets and in the Leicester Mercury. The lines will be painted on the 15th February and all 3 TROs will go live on the 16th February.

Knighton Lane – We are working on plans to introduce parking restrictions and expect to be sharing this with ward councillors shortly

St Andrews Resident Parking Scheme – We have created 9 parking bays on Martindale Road and Grisedale Road and issued permits to residents that have applied. We are enforcing against any cars parked that do not have a permit.

Other

The continuation of the Saffron Lane scheme is still in our programme. This is the continuation of the cycle lane scheme, footway and carriageway works that have been done along the other lengths of Saffron Lane. The topographical survey has been completed and we have started to look at preliminary designs.

There is still no date planned for construction though.

Housing Update - Appendix C

Tenancy sustainment

Tenancy sustainment for the Saffron ward for the previous 12 months

Overall, 91.4%

Pop up housing offices.

Pop Up Housing Office sessions commenced on March the 5th 2025 and have been welcomed by those attending, there are six 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 and Eyres Monsell is part of the South District in which our sessions are held on a Wednesday at the Pork Pie Library. The sessions have so far attracted 225 people, an average of 4.9 attendees per session, 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 three engagement officers, one 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.

Environmental projects

The communal growing project has been completed at Meadow Gardens.

Future Environmental projects – looking for suggestions.

Housing Management are looking at areas for improvement and potential projects to be undertaken in the ward to enable the officers to then put forward their proposal for funding from the Environment Budget. If there are any areas that the Councillors would like the team to consider please contact The Saffron and Eyres Monsell Team Leaders, Nilima Hasan, and Jason Addison.

The void information for the Saffron ward meeting is as follows.

The total void properties across the city currently stand at 459.

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)

- 61 Stage 1 properties that are with Tenancy Management either chasing keys to be returned or are being used as decants.
- 83 properties at Stage 2 – With voids: Inspection stage.
- 139 properties at Stage 3 – With Technical Services.
- 122 properties at Stage 4 With Voids: Repairs Stage.
- 35 properties at Stage 5 with Property Lettings.
- 2 properties with no stage recorded
- 17 Acquisition properties

Current void properties in the Saffron ward = 36 properties.

This consists of the following.

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

Average re-let time from 1st of Jan 2025 to 31st Dec 2025 = 132 days. In that period 49 properties have been re-let.