

LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Parks, Hall, Events and LiFE Magazine Committee Meeting on Tuesday 2nd May 2023, held in the Parish Hall, Kings Drive, Leicester Forest East commencing at 7.30pm.

Present: R. Darlison (Chair) P. Kitchen D. Dawes P. Linnett
C. Lawrence D. Cleaver D. Di Palma

Two Members of the Public
Mrs H. E. Mann – Clerk to the Council

PH&E 23.39 To receive apologies for absence
None.

PH&E 23.40 To receive disclosures of interest in accordance with the code of conduct
None.

PH&E 23.41 To adjourn the meeting to receive questions from members of the public
None.

PH&E 23.42 To confirm the minutes of the Parks, Hall, Events and LiFE Magazine Committee Meeting held on Tuesday 4th April 2023 as a true and accurate record
Resolution: Subject to the following amendment, the Committee resolved to accept the April 2023 Parks Committee minutes as a true and accurate record: at minute 23.33, change the word 'Panning' to the word 'Parks'.

Clerk to amend the April 2023 Parks Committee minutes, at minute 23.33, change the word 'Panning' to the word 'Parks'. Bring the minutes back to the June Parks Committee meeting for signing and amend on website.

PH&E 23.43 To discuss matters arising from those minutes:
(a) To discuss alterations to the Parish Office including drawings from architect
The architect whose company had drawn up several suggested plans for the Parish Office attended the meeting and discussed those plans with the Committee. It was agreed that the main things for consideration are more storage, the fact that there are now three people working in the office, a suitable place for the Clerk to receive members of the public, lack of ventilation and entrances/fire escapes. The plans addressed these issues in various ways. One plan was agreed on by the Clerk and Committee. The architect advised that they should meet with the Clerk again to discuss the finer details of the plan and then they will submit a planning application for the new window(s) and contact a quantity surveyor if the Council requires one.

Clerk to:

- *Provide architect with length of storage space needed.*
- *Arrange a meeting with the architect to discuss the finer points of the plan, including socket locations, racking etc. Also, to ask architect about radiator locations, will these need to be changed?*

One member of the public left the meeting.

(b) To discuss Film Evening Matters including:

1. New blinds

The Clerk accepted the Committee's chosen blind quote but has not heard back so has chased up the company.

2. Possible new audio-visual equipment

Clerk to establish more details on all items on the quote from Noise Boys for new AV equipment, including the names of items and technical specifications.

(c) To discuss issue with edging of surfacing, large activity centre on Boyers Park & related quote
Clerk to chase NoMow for second quote on Boyers Park surfacing.

(d) To discuss quotes for linking perimeter path to David Wilson path plus possible update from David Wilson

David Wilson are consulting residents to see if they object to a path.

(e) To discuss replacement fence at Chapel Green

The fencing company's referee's details were only provided to the Clerk today.

Resolution: The Committee resolved that if the reference provided for the fencing company is positive, the Clerk can go ahead and ask the fencing company to start works.

Clerk to contact fencing company's referee a.s.a.p. and then get Chapel Green fence replaced if reference is satisfactory.

(f) To discuss May 2023 edition of LiFE magazine

The deadline for articles is Friday 5th May.

(g) Update on works to either side of Parish Hall gates

Works have been completed, providing three more car parking spaces and making the whole area look much tidier.

(h) To consider getting local school children involved in a project on the parks

The rakes and wildflower seeds have been delivered.

The Clerk explained to the committee that councillors must be at the wildflower seed planting event(s) to supervise in order to ensure insurance is applicable. The Councillors agreed to liaise with each other to arrange a project to carry out where local school children plant wildflower seeds on the park.

(i) To discuss Annual Play Inspection

The Clerk informed the Committee that several of the issues raised in the annual play inspection have already been raised by the weekly play inspections and, therefore, the replacement parts ordered by the Clerk. However, there is often a long delay between the Clerk ordering the parts from the play equipment companies and their delivery.

Clerk to:

- *Action moderate and above annual play inspection items.*
- *Add to Plan of Work to add to 2024/25 budget to start saving for new play equipment on Boyers Park over a 3-year period.*

PH&E 23.44 To discuss Forest East Park, Kings Walk Park and Spinney matters:

None.

PH&E 23.45 To discuss other Parks and Hall Matters

(a) To consider clearing the culvert and grate close to the Parish Hall car park

Clerk still to action this point, other issues were prioritised ahead of this meeting.

(b) To consider the heating of the Parish Hall

Clerk to ask a heating engineer to attend the Parish Hall and advise on radiator thermostats etc a.s.a.p.

(c) To consider re-painting the lines in the car park

Clerk to leave 'To consider re-painting the lines in the car park' on the Parks Committee agenda.

(d) To discuss quotes for Priority 2 and below tree works at Forest East Park and to consider temporarily suspending Financial Regulation 11.1

Resolution: The Committee resolved to temporarily suspend Financial Regulation 11.1 as the Clerk had only sought two quotes for these works as they needed to be done urgently and she was not expecting the quoted amounts to be so high.

Resolution: The Committee resolved to accept Arboreco's quote of £2,550 plus VAT to complete priority 2 and below tree works on Forest East Park.

Clerk to:

- *Contact two companies who quoted for the tree works and inform them of the Committee's decision.*
- *Print quotes, this minute, email to Arboreco to accept quote and quote report which formed part of these meeting papers and add to quotations file.*

PH&E 23.46

Events

(a) Quiz Night – October 2023

No further update, Clerk will keep on agenda just in case.

(b) Picnic in the Park 2023 – Including to consider if the Committee wish to make a charitable donation for QUO's performance

Resolution: The Committee resolved to donate £75 each to Sue Young Cancer Support, Dove Cottage Hospice and Living Without Abuse, as a thank you to QUO for playing at Picnic in the Park on Sunday 20th August 2023.

Clerk to donate £75 each to Sue Young Cancer Support, Dove Cottage Hospice and Living Without Abuse in September.

(c) Live and Local 2023 - No Hit Wonders

Ticket sales have been slow so far.

Clerk to contact the performer next week, let all Councillors know the numbers and then make a judgement call on whether or not the show should be cancelled due to low numbers.

PH&E 23.47

Date of next Meeting

Tuesday 6th June 2023 at 7.30pm.

The meeting closed at 8.59pm.