

N.B. All Minutes are deemed as draft until formally approved and signed.

MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 6 October 2022 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor A Barker (Chairman)

Cllrs S Colledge, P Moulton [Items 2970 – 2978 only] and R Woodward

Mrs A Barker, Mr T Gee

In Attendance:

Mrs Cathy Tibbles, Parish Manager

Mrs Tracey McLean, Deputy Parish Manager

Mr Martin Powell, Parish Warden – Items 2970 – 2974 only

No members of the public

2970. APOLOGIES FOR ABSENCE

Apologies noted from Cllr Straw.

2971. DECLARATIONS OF INTEREST

Mrs A Barker declared a registerable interest as a member of Whitwick Historical Group.

Cllr P Moulton declared a registerable interest in matters affecting Whitwick Historical Group as the Link Councillor and a member; a registerable interest in matters regarding the Bowls Club as a member; a registerable interest as Link Councillor for Thornborough Road Allotment Society.

Cllr A Barker declared a disclosable registerable interest as a Director of Holly Hayes Woods, a member of Whitwick Historical Group and a registerable interest as a signatory at Walkers Flats Allotment Group.

Cllr R Woodward declared a registrable interest as a Director of Holly Hayes Woods and as a member of Whitwick Historical Group.

Cllr S Colledge declared a registerable interest in Whitwick Community Crisis Team; a registerable interest in the Whitwick branch of the Royal British Legion as a member; a registerable interest in Whitwick Historical Group as a member; a registerable interest in any planning matter that affected the Green Wedge, including the old Hermitage Leisure Centre site as a member of Whitwick Action Group; a registerable interest as a member of Woodstock in Whitwick; a potential disclosable pecuniary interest in any matter concerning the old Hermitage Leisure Centre site as an immediate neighbour. Potential pecuniary interest on 2977 (b) in connection with quotation for toilet repair.

Mr T Gee declared a registerable interest in matters connected to Woodstock in Whitwick and Whitwick Historical Group as a member.

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2972. MINUTES

Resolved: That the minutes for 1 September were approved as a correct record and would be signed. To defer approval of the minutes of the previous meetings held on 7 October, 4 November and 2 December 2021 as they have not yet been written.

2973. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2974. PARISH WARDEN REPORT

Parish Warden presented an up-to-date report relating to land matters, the inspections he regularly made, the actions taken and improvements now being seen. Members passed on their thanks for the difference he was making to the Parish.

2975. TREE MAINTENANCE

Members noted / **resolved:**

- a) Resident query regarding overhanging branches from dead tree in car park. The tree is protected by a TPO, parish council to submit a planning application to NWLDC for permission to fell it, timescale – 2-3 months from submission of application (not yet drafted);
- b) Dangerously large branches overhanging the footpath at Hilary Crescent/Peterfield Road had been cut back

2976. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

Members noted / **resolved:**

- a) Allotments Link Councillor – Thornborough Road – Cllr Moulton confirmed that a meeting had taken place on Sunday 2nd October 2022;
- b) Walkers Flats Allotments – Parish Manager provided an update and confirmed that she was currently dealing with a complaint.

PROJECTS

1. New Signage for the Pavilion/Green/Parking/Tennis Courts –action was still required by Parish Manager; Informative signage for car park, still outstanding, Deputy Parish Manager had liaised with Parish Manager and Cllr Colledge regarding wording of signage, signs to be produced when Deputy Parish Manager’s work schedule allowed;
2. Cllr Moulton had obtained a verbal quote for the memorial plaque (and would strive to obtain an additional quote), working party to meet to discuss and agree wording and design in further detail;
3. Park Hall heating installation – operating instructions being compiled by the office and awaiting staff input when drafted;

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4. Memorial Garden in Whitwick Park –Permission to be sought from factory owner to paint the wall; Design brief and quotation had been received from mural artist (at least one further quote to be obtained from another company); Parish Manager would ensure she had current budget information for members once were the quotes were received and itemised on the agenda; contractor to be contacted (once permission obtained) to point up wall and remove shrubs); steel memorial bench had now been installed; suggestion of additional bench to be donated for the garden by a local resident; request to get an updated quote for a cast iron arch (on brick pillars) to be installed at entrance to memorial garden stating 'Whitwick Memorial Garden'; Memorial Policy to be printed out for Cllr. Colledge to pass to resident;
5. Seasonal Lighting –It was suggested that rechargable batteries for the solar lights be purchased

2977. LAND MATTERS – KING GEORGES V FIELD

It was noted the action list was still awaiting updating. As trustee of the Whitwick Park (King Georges Field) Charity, members **resolved** that the following **actions be taken**/noted:

WHITWICK PARK

- a) Cllr Colledge presented information to members relating to CCTV Surveillance currently being used by NWLDC; Parish Manager updated members on information provided by the police relating to CCTV surveillance, further information and quotations to be obtained;
- b) Update on Whitwick Park Toilets – Cllr Colledge passed a quotation for strengthening toilet doors to the Deputy Parish Manager who would now seek two further quotations.
- c) Hedging around perimeter of park – Cllr Colledge presented information to members relating to free trees available from The Woodland Trust. Cllr Colledge confirmed that 420 saplings would be delivered at the beginning of March 2023; planting scheme to include the help of volunteers to be devised;
- d) Litter bins x 2 had been installed in the park, one near to the skate park and one near to the children's swings;
- e) Bowls Club sign for park gate – **Resolved that a sign could be installed on the fence at the entrance to the park, design brief to be presented to members for agreement before sign is commissioned.**
- f) Progress update by the Deputy Parish Manager on land matters and items previously agreed for action;
 - Spinner in play area – **Resolved to remove the item as parts were not available and bespoke repairs were a prohibitive cost.**

PARSONWOOD HILL (part)

- g) Recreation Ground – Licence and Conditions – Deputy Parish Manager to send letter to licensee regarding use of the recreation ground;

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2978. LAND MATTERS – EXCEPT KGV LAND

Members to noted/**resolved**:

ALLOTMENTS

- a) Thornborough Road Allotment Society – Meeting held last February with TRAS representatives to begin review of management agreement, no progress by Parish Manager. Also, dealing with concerns from two tenants under the complaint's procedure;

RECREATION/OPEN SPACES;

- b) Playground Improvements – Deputy Parish Manager had been in touch with contractor appointed to carry out the work. A suitable date to be agreed to confirm start date for work as soon as possible;
- c) Green Lane – Members questioned replacement of a tyre feature in play area and Deputy Parish Manager to investigate accordingly;
Resolved: A complainant whose boundary fence had been damaged, would be given the Council insurer's details to seek recompense..
- d) Flooding problem at WPC.011 – item to be removed from agenda in the absence of any report from the County Council;
- e) Car Hill Rock – Work on the stone wall was now complete;
- f) Footpath at Holly Hayes/Roslyn Road – Deputy Parish Manager to obtain quotes for quarry waste (providing budget could be identified) to be laid on footpath from gate downwards;
- g) Holly Hayes Road Play Park – **Resolved: Agreed to support resident request for basketball hoop and backboard to be installed at play area, Deputy Parish Manager to obtain quotes in due course;**
- h) Grit bin for the Elms had not been progressed at present;
- i) Planting of 40 Oak tree saplings (donated by resident) – Deputy Parish Manager confirmed with Members where several trees were to be planted on Green Lane open space, (where dead trees had been removed) and Car Hill Rock. A number of saplings to be donated elsewhere;
- j) Holly Hayes Play Area – Litter bin - Bin had been re-attached to post and Deputy Parish Manager confirmed that the bin was emptied twice per week on Mondays and Fridays ;
- k) Land at City of Dan – update to be provided by the Parish Manager when minutes had been written;
- l) Resident concerns had been expressed about the environmental management of land owned and Members **resolved to invite resident to the next PMGP Meeting to voice their concerns.**
- m) Progress update by the Deputy Parish Manager on land matters previously agreed for action;
- Parish Warden had discovered a swing at WPC.020 that had been erected by a resident. The swing had been removed by the maintenance team with immediate effect.

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- Fencing at WPC.002 had been repaired;
- Play equipment inspection sheets from December 2021 up to and including September 2022 had been received from the maintenance company;
- VAS equipment had been installed on Thornborough Road and schedule re-established;

[Cllr. Moulton left the meeting at 9.10 pm]

2979. BUILDINGS MANAGEMENT

Members noted/**resolved**:

PARK HALL:

- a) Hire regulations currently being reviewed and amended, with revised draft documents to be circulated when available;

COMMUNITY OFFICE:

- b) Damp problem in the office – Caretaker unable to resolve, Cllr. Colledge suggested a contractor who could be instructed to investigate damp problem and suggest repair;
- c) Community Police Team – Police representative to be invited to attend a future Council meeting;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- d) Old Railway Station – Deputy Parish Manager had established that the building was not 'listed' but a 'building of historical interest'. Deputy Parish Manager to contact the tenant to check the wording of the signed lease before decision could be made regarding maintenance responsibilities;
- e) Review of building repairs and maintenance issues – No further issues to report;

2980. OTHER MATTERS FOR FUTURE AGENDA

The Chairman encouraged members to put ideas forward for consideration or other opportunities that could be explored.

Full signature of Chairman: Date:

The meeting terminated at 9.20 pm

Date of the next PMGP meeting: **Thursday 3 November 2022**

[Parish Warden left the meeting at 7.30 pm]

[Cllr. Moulton left the meeting at 9.10 pm]