

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 3 November 2022 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor A Barker (Chairman)

Cllrs S Colledge, P Moulton and R Woodward

Mrs A Barker

In Attendance:

Mrs Cathy Tibbles, Parish Manager

1 member of the public [Items 3006 -part 3013 only]

3006. APOLOGIES FOR ABSENCE

Apologies noted from Cllr Straw. Mr T Gee was absent.

3007. DECLARATIONS OF INTEREST

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 and a potential pecuniary interest in toilets or steelwork repairs. 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 R Woodward declared a registrable interest as a Director of Holly Hayes Woods and as a member of Whitwick Historical Group.

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

3008. MINUTES

Resolved: That the minutes for 6 October 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.

3009. PUBLIC QUESTIONS AND ANSWER SESSION

None.

3010. PARISH WARDEN REPORT

Members noted the good liaison that was in practice and **resolved that future reports could be done quarterly, in writing, with the Deputy Parish Manager reporting any brought forward items from the previous report to save time in meetings. Further resolved that if the Warden wished to attend to bring a matter to the Committee that would be acceptable.**

3011. TREE MAINTENANCE

Members noted / **resolved:**

- a) a date for tree work at WPC.013 had been provisionally agreed and resident informed about removal of trees;
- b) felling of the dead tree in car park at Park Hall was protected by a TPO and the parish council planning application to NWLDC for permission had been commenced but not yet submitted;

The Chairman asked if all recommended tree work in the last surveys had been completed and the Parish Manager believed it had (with the exception of the TPO tree felling above) but would check to make sure.

3012. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

Members noted / **resolved:**

- a) Allotments Link Councillor – Thornborough Road – Cllr Moulton confirmed there was no further update since the last full council meeting;
- b) Walkers Flats Allotments – No link councillor at present although Cllr Moulton was willing to volunteer for this role. Parish Manager to put this on the next council agenda for members to consider.

PROJECTS

1. Memorial Garden in Whitwick Park – letter had been finalised for Cllr Moulton to seek written consent from factory owner for the wall to be painted and verbal discussion with the manager who would telephone if he had a problem; Design brief would be updated to include the request of members, with Cllr Colledge helping with a further quotation from another mural artist - the Parish Manager would ensure she had budget information for members once the quotes were received

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(requested by 22 November) and itemised on the agenda; once written permission obtained from owner the council's approved contractor would be contacted to point up wall and remove shrubs; suggestion of resident donating a bench for the garden may not go ahead as an alternative location seemed now to have been offered; Cllr Colledge handed the Parish Manager the specification for a revised design of a cast iron arch (on brick pillars) to be installed at entrance to memorial garden stating 'Whitwick Memorial Garden';

2. Seasonal Lighting –rechargeable batteries for the solar lights were being purchased by a councillor on behalf of the council (for reimbursement).
3. Eco-bollards –**resolved to purchase a solar powered mini eco post from Intecso at a cost of £4250.00, initially being sited at the Community Office in Market Place. A site meeting to be arranged and assessment made of the installation timescale/ costs if different to those indicated. Members to verify the number of brackets (some possibly bespoke) and future locations in the parish which would be chargeable.** The cost of a SIM card was noted for when the post moved to mobile locations (approximately £80 but to be confirmed when needed) and future maintenance costs from Years 3-5 onwards had been confirmed as (£320 per annum) and Telemetry data Year 3 onwards (£85 per annum). However, this was a unique product newly available in this country and the requirement to obtain 3 quotes was unable to be fulfilled (thwarted by no suppliers existing). However the Council had delegated this project to the Committee and under the Committee Terms of Reference work could be progressed in the absence of 3 quotes with delegated authority for the Committee to temporarily suspend Financial Reg 11.1.f. that required 3 quotes for works over £3,000 and less than £25,000, following consultation by the Parish Manager with the Chairman of the Council (or the Vice-Chairman as substitute)and the Chairman of the Committee (or the Vice-Chairman as substitute) who were in attendance at this meeting.
4. Update on projects – the extra car park signage wording was reviewed and **resolved that A3 temporary car park signs be put in 4 places in Whitwick Park (or more) the following day and that a quote for permanent signage be sourced when professional advice was given on the specific wording now being agreed;** suggested contractor details were passed to Cllr Moulton who was seeking further quotes on signage for the memorial plaque so the working party could meet and discuss recommended wording and design in further detail; Park Hall heating operation instructions for the staff were still awaiting finalisation.

Cllr Colledge and members introduced a new project for consideration but the Parish Manager explained that this was outside the agenda. As Highways improvements was not a function delegated to this Committee,

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the Parish Manager was asked to take notes on the ideas discussed to go to the next council meeting.

3013. 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) Contact information from NWLDC was still awaited by Cllr Colledge on the suggested CCTV Surveillance system; another contractor had been approached for a quote to strengthen doors on Whitwick Park Toilets; Cllr Colledge had approached Whitwick Scout Group to be involved in the community planting of free trees from Woodland Trust in March 2023;

PARSONWOOD HILL (part)

- b) Recreation Ground – members noted the reply from the school and **resolved to write and confirm that no permission had been granted for permanent marking; the Committee wished to clarify that paint should be used in future and that the council contractor (JR Landscaping) should be contacted by the school to have details of their cutting schedule for Parsonwood Hill.**

3014. LAND MATTERS – EXCEPT KGV LAND

Members to noted/**resolved**:

ALLOTMENTS

- a) Thornborough Road Allotment Society – the Parish Manager made a brief comment on her preliminary findings from her investigation into a complaint by a tenant but reminded members that due process had to be fairly followed and she had sought advice on that procedure from LRALC;
- b) an update was shared on an allotment query from a potential plot holder but a recent allocation had been confirmed as given to the first enquiry received whilst there had been an empty waiting list;

RECREATION/OPEN SPACES;

- c) Playground Improvements – Deputy Parish Manager had been in touch with contractor and the Hilary Crescent/Green Lane improvements were to be provisionally commenced on 12 December; an explanation had also been given for the delay being due to equipment installation team not having joint availability as the surfacing team; members reiterated their request that Play & Leisure be asked to quote to replace the tyre features at Green Lane;
- d) Holly Hayes Road – resident had been informed that the Committee had agreed the suggestion of a basketball hoop/backboard and quotes would be sought in due course;
- e) Progress update as prepared by the Deputy Parish Manager on land matters previously agreed for action;

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- the resident who had issues with environmental management of parish land had been contacted and invited to attend this meeting;
- a contractor had been approached to provide a quotation for laying the quarry spoil (not yet confirmed) on the first half of the pathway between properties from Rosslyn Road;
- the VAS equipment had been moved to Hall Lane and the schedule now in place for future moves and reports to full council;
- grit bin at Elms was still to be done; oak tree saplings were to be put in by JR Landscaping but not at Hilary Crescent;
- members asked about plans for trees previously suggested for planting at Hilary Crescent but the Parish Manager was not aware of the details;

3015. BUILDINGS MANAGEMENT

Members noted/**resolved**:

PARK HALL:

- a) Hire regulations – **resolved that the reviewed and slightly amended documents be adopted, with any further amendment on the one remaining query to be delegated to officers and emailed to members if a change was needed for polling use;**
- b) Request for extended hire time had been withdrawn by the hirer;

COMMUNITY OFFICE:

- c) Damp problem in the office – investigations showed that the door was fitting soundly within the frame but the water ingress may be under the bottom threshold as the concrete dipped slightly – sealant would be applied when dry weather arrived;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- d) Old Railway Station – members noted that when requesting a copy of the signed final lease, the parish council had received an email from the tenant advising contact be made with Land Registry; NB members had been advised that without this accurate information they could not reflect on maintenance responsibilities and requests; a member undertook to make a new approach;
- e) Review of building repairs and maintenance issues – No further issues;

3016. 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 8.38 pm

Date of the next PMGP meeting: **Thursday 1 December 2022**