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MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 1 July 2021 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor A Barker (Chairman)

Cllrs P Moulton and J Straw

Mrs. A Barker, Ms S Colledge

In Attendance:

Mrs. C Tibbles PSLCC, Parish Manager/Responsible Finance Officer (RFO)

Members of the public: None.

2548. APOLOGIES FOR ABSENCE

Cllr R Woodward.

2549. DECLARATIONS OF INTEREST

Ms S Colledge declared a non-pecuniary interest in matters connected to Whitwick Historical Group as a member, to Whitwick Action Group as a member and Woodstock in Whitwick as a member and a pecuniary interest in the site of the old Hermitage Leisure Centre site

Cllr J Straw declared a pecuniary interest in Agenda Item 2554 (7 – Park Hall Heating) and 2557(f, l and m) and would leave the meeting for those decisions; a disclosable non-pecuniary interest in matters affecting the Green Wedge as a member of Whitwick Action Group; a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Cllr A Barker declared a disclosable non-pecuniary interest in Whitwick Historical Group as a member and a non-pecuniary interest in Walkers Flats Allotment Society as a signatory on some transactions and a non-pecuniary interest in Holly Hayes Wood as a Director.

Mrs A Barker declared a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Cllr P Moulton declared a disclosable non-pecuniary interest in matters affecting Belton and Whitwick Royal British Legion as the Link Councillor and a member; a non-pecuniary interest in matters affecting Whitwick Historical Group as the Link Councillor and a member; a non-pecuniary interest in matters regarding the Bowls Club as a member and Link Councillor; a non-pecuniary interest as Link Councillor for Thornborough Road Allotment Society and a non-pecuniary interest as a representative member of Leisure Centre Steering Group.

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2550. ELECTION OF VICE CHAIRMAN

Resolved: That Cllr P Moulton be elected as Vice-Chairman of the Committee for 2020/21.

2551. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2552. MINUTES

The minutes for 6 May had not been circulated and were deferred.

2553. DELEGATED DECISIONS BY THE PARISH MANAGER

Members noted the following decisions had been made:

- a) for the electrician to replace the water heater at the Railway Station due to preferred option of an under-sink heater not being available;
- b) for the electrician to replace the water heater at the Pavilion as the knob repair was ineffective;
- c) for the electrician to improve the earth connections of the electrical system at the Pavilion to give greater protection to the Rangers/toilet building costing approximately £660;
- d) to seek manufacturers' advice on design of Park Hall Air Source Pump heating system;
- e) following review of covid risk assessment on 16 June; to cautiously increase capacity at Park Hall from 15 – 20 persons (or to 10 people for exercise mat work) and delay going to 50% capacity;
- e) to note the updates given to members by the Parish Manager since the last meeting, including Park Hall heating, new hirers;

2554. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

Resolved: That the following **actions be taken/noted:**

- a) **Playground Working Party:** to note the generally positive outcome of the consultation on Hilary Crescent installation that ended on 28 May 2021 (as circulated); provisional installation date was w/c 12 July which was subject to component parts arriving; members wished to see benches and bins and inclusive play equipment at all sites; **resolved that initial priority would now be updating of play equipment at Holly Hayes and Hermitage/Green Lane playgrounds using Ear Marked Reserves 339 and 332; resolved to install a new footpath to give disabled access from Green Lane to the play area, with a disabled access kissing gate from Green Lane subject to council approval of using general reserves for this path;** suggested quotes for the footpath to be sought from RSA, Wallaces and Thringstone T&T; perhaps to explore replacing the ground tyres with an inclusive piece of equipment, with different seats on the swings at Green Lane;
- b) **Bowls Link Councillor:** Cllr Moulton reported the season was underway with covid guidelines being followed, games had started well and

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comments on the massive improvement to the Green since last season; a question was raised on why watering was being done manually by JR Landscaping and whether there was a problem with the pump or the tank;

c) Allotments Link Councillor – Thornborough Road: Cllr Moulton reported there were plans to improve fencing now that a grant had been awarded;

d) Allotments Link Councillor – Walkers Flats: no report received;

PROJECTS

1. Whitwick Park Entrance improvements – **members commended the excellent new footpath construction and the re-opening of the driveway on 18 June (one day early); resolved the leftover summer plants should be put either side of the entrance drive (half way up) and sought suggestions for new shrubs from JR Landscaping;**
2. Park Hall Fire Exit disabled access improvement: **Park Hall improvements still to be scheduled by the contractor;**
3. New Signage for the Pavilion/Green/Parking/Tennis Courts – no progress by the Parish Manager;
4. Installation of Benches throughout the Village – following delays by the County Council since 6 November 2020 the licence had now arrived to permit parish benches to be installed at Loughborough Road and Perran Avenue (Hall Lane); the Parish Manager thanked the Chairman and members for their work on this project; **request that a prompt date be sought for the two benches to be installed, with two additional benches being ordered by the parish to be placed in Whitwick Park;**
5. Repairs to the Old Station Building – Cllr Moulton reported the builder had checked the loft and found no sign of a leak and believed it was not due to any guttering problem either; builder will return again;
6. Installation of the Miners Memorial Seat in front of the Wheel – site visit made so that installation can take place; Cllr Moulton to provide wording for the plaque and the narrative for the Wheel to the Parish Manager;
7. Park Hall Heating – following discussion, delegated to Parish Manager to arrange an overdoor boost heater system and to continue investigations of immersion heater problem; extra meeting to be called when heating quotes were received;
8. Grit Bins – no new information;
9. Memorial Garden in Whitwick Park – following email by Cllr Moulton and the Parish Manager to the Royal British Legion, detailed information had been requested on suggested design features and costs had been invited again; 4 new dates for possible site meetings had been supplied to the Legion but no replies yet received; Cllr Moulton to speak to the artist about a wall mural; in the absence of a donation from the RBL Branch or confirmation of wanting a poppy bench, the plans to order jointly with RBL and save delivery costs had been abandoned, with a miners

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- memorial bench being ordered for delivery in 8-10 weeks;
10. Car Hill Rock – action still required by the Parish Manager on the gabion request to the Quarry; the new bin would be installed shortly;

2555. LAND MATTERS – KING GEORGES V FIELD

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

WHITWICK PARK

- a) that the Parish Manager had been invited by Rural Community Council to host another series of Coffee Connect events, **members suggested this could possibly coincide with the Memorial Garden opening if details were forthcoming from the Royal British Legion;**
- b) review requested by Parish Manager of condition of the tarmac path around the Bowling Green (and potentially the tennis courts);
- c) the Chairman to investigate drainage issues with Whitwick Park main field;**
- d) members confirmed their full satisfaction with the new footpath installed from North Street adjacent to the main driveway at Whitwick Park;
- e) suggestion to JR Landscaping that when repairing the vandalised inclusive roundabout, could they use better bolts, shear nuts or to glue them in place when fitted;**
- f) explore the potential and costs of CCTV system to protect visitors and equipment in the park;**
- g) commended the Rangers work within the park and the excellent quality of the summer planting this year;**
- h) update by the Parish Manager and request that the new gazebo be unpacked and set up to check it functioned well; the RADAR key for the disabled toilet was still being investigated;

PARSONWOOD HILL (part)

- i) no other new matters for consideration.

2556. LAND MATTERS – EXCEPT KGV LAND

It was noted the action list is awaiting updating. **Resolved: That the following actions be taken/noted:**

ALLOTMENTS

- a) that the fence at Walkers Flats on the new inclusive plot had been repaired by using the remains of the stolen section and no hazard remained;
- b) the repairs to the potholes from George Street by the District Council had been discussed at the recent council meeting;
- c) the cheque for grant funding to Thornborough Road Allotment Society

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had been written;

RECREATION/OPEN SPACES

- d) further information had been sent to the council's solicitor regarding enforcement investigation for reinstatement to the grass open space;
- e) maintenance provision for Whitwick Wheel deferred due to illness of Cllr Woodward; Parish Manager suggested an earmarked reserve be established and that further information be sought when possible;
- f) an apology received from JR Landscaping about grass cutting and clumping on some open spaces, including Briers Way;
- g) playground inspection reports had been received but copies of weekly checks had been requested (due to Ranger changeover);
- h) an earlier deadline had been set by the County Council for licence permissions for seasonal decorations; **delegated to the Parish Manager to have stress testing undertaken on brackets so that the application could be made;**
- i) routine matters were progressing but other actions were still outstanding; the Parish Manager was checking reports of low branches at Stinson Way and was asked to also get a check on a dead tree (with a wet centre) at Thomas Road.

2557. BUILDINGS MANAGEMENT

It was noted the action list is awaiting updating. **Resolved: That the following actions be taken/noted:**

- a) that the Parish Manager was still to chase a quotation from Navas Associates for asbestos surveys for all buildings to identify locations affected;
- b) that the buildings had been successfully re-opened under easing of lockdown restrictions;
- c) **review of lockdown restrictions nationally had been delayed, therefore consideration of increasing the capacity at Park Hall was deferred to the next meeting;**

PARK HALL:

- d) regular hire events were going well and new enquiries pending, subject to lockdown rulings;
- e) **review of caretaker responsibility for covid cleaning remained as previously outlined; flexibility granted to the caretakers to identify any additional cleaning that was required ad hoc and a summary of these costs to be reviewed at the October meeting; hirers would be given access to a green mop in the kitchen and red mop in the toilets but there was not a requirement for hirers to undertake general cleaning, only to leave Park Hall tidy and to do covid cleaning of high touch points before/after hire;**
- f) as hybrid option may be required for future council meetings and to encourage hirers, **the Parish Manager would ask Supreme Systems**

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- for advice and costs on IT provision**; the company could also offer a free computer for local charities; electrical updates given;
- g) no further building repairs or maintenance issues;

COMMUNITY OFFICE:

- h) update given on IT equipment changes in the office;
- i) members noted the Parish Manager was now working 3 days per week in the parish and reducing work done at home; some Wednesdays afternoons the Parish Manager was out at meetings so the office closed as no cover available;
- j) no change to building and maintenance issues;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- k) the repair/replacement cistern for the gent's toilet in the pavilion had been completed but a leak reported on the cold tap so the plumber asked by JR Landscaping to attend again;
- l) the safety works to the Pavilion electrics had nearly been completed, with some elements of concern now removed or improved (earthing, boxing, excessive load); as before the priority for the council was being met with improved safety measures;
- m) the Railway Station now had a test switch for emergency lighting, a test key had been handed to the tenants, there was no date yet for the water heater to be fitted downstairs due to delivery delays; the fuse board had been explained and the new requirement to do the 'blue test button' every 6 months; the tenant would discuss the issues with replacing the computer Cat5 cabling;

2558. OTHER MATTERS FOR FUTURE AGENDA

Members asked for projects and new ideas to be identified at the next meeting.

The Parish Manager would call an extra meeting when the required number of heating quotes had been received.

Full signature of Chairman: Date:

The meeting terminated at 10.01 pm.

Date of the next meeting: possibly Thursday 14 July 2021 at 7 pm
and Thursday 2 September 2021 at 7 pm