

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 8 March 2018 at 10 am at Park Hall, Whitwick Park, off North Street, Whitwick**

Present: Councillor A Barker (Chairman)

Cllrs D Howe and R Woodward

In Attendance:

Mrs. C Tibbles, Parish Manager

Guest: Mrs. M. Pearson, Whitwick Historical Group

No members of the public.

[Warm congratulations were given by everyone present to Cllr Howes and he was especially thanked for attending the meeting taking place on the day of a special milestone birthday.]

**589. APOLOGIES FOR ABSENCE**

Cllr P Moulton.

**590. DECLARATIONS OF INTEREST**

None.

**591. PUBLIC QUESTIONS AND ANSWER SESSION**

None.

**592. MINUTES**

**Resolved: That the minutes of the meeting held on 11 January 2018 be approved as a correct record.**

**592a WHITWICK HISTORICAL GROUP**

The Chairman welcomed Mrs. Pearson to the meeting, who summarised with members the findings of the site visit to the former Railway Station building. The heating was expensive to run, the boiler was old and inefficient, a new boiler of the same design would not truly fix the problems that were causing the damp and affecting the archive materials being stored/used and the members/visitors using the building. Recommendations were discussed, no other areas of mutual concern were raised, a keyholding list had been supplied to the Parish Manager, H&S processes of the council had been reviewed and some processes would be refined jointly with the tenant, the History Group were taking part in the local Hello Heritage week and also celebrating their own 35<sup>th</sup> Anniversary with a special event on 20 October based on Whitwick Schools and a Friends of Thringstone event on 10 November by providing two display boards.

**Resolved: That Whitwick Historical Group obtain quotes in accordance with the two options already outlined at the site meeting, that funding should be applied for by Whitwick History Group, that the council review the draft boiler specification supplied at the meeting, that confirmation be given on how many radiators were on the system. The Parish Manager and Mrs. Pearson undertook to update the information required and that the progress made be brought back to the next Committee meeting. The parish council acknowledged the difficulties of the current situation and would support Whitwick Historical Group in finding solutions together.** Mrs. Pearson left the meeting at this point.

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### 593. REVIEW OF PARK MANAGEMENT

a) Members noted the aims were still for Stephenson College to straighten the park fencing to remove access opportunities, the quotes for fencing improvements be retained for future budget planning and **the minor improvements to plug hedging gaps be delegated to the Parish Manager**, the outstanding flyers be produced to communicate to owners of vehicles that overnight parking was prohibited (for use by Rangers and Caretakers) and the process for production of draft byelaws be pursued with Hugglescote Parish Council. The Parish Manager would be alert to the expected antisocial behaviour issues when park opening hours were shortly extended ready for the summer.

b) Members considered extending CCTV coverage but felt initial investment would be better focussed on improving signage and security lighting at door entrances on Pavilion and Park Hall.

### 594. BUILDINGS MANAGEMENT

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

#### **PARK HALL -**

- a) Noted the 4½% increase in waste collection charges by NWLDC,
- b) To instruct the removal of the ladder from Park Hall and **purchase of step ladders to EN131 standard;**
- c) **No smoking signs needed to be installed outside all doorways on all buildings;**
- d) Noted the funding application had been submitted for blinds/projection equipment and that 20 additional chairs had been ordered for Park Hall;
- e) **That the Parish Manager be given delegated authority to use discretion on the implementation of hire regulation 1.5 on cancellation charges, depending upon exceptional circumstances;**
- f) Noted the overdue annual H&S visit had been completed from last year and logging of outstanding actions would wait until after the software upgrade was completed by Ellis Whittam (EW); **addresses of all buildings owned by the parish council to be submitted to EW; new record sheets to be printed from EW portal; assessment undertaken on whether the parish council needed to have regular legionella testing done; introduce public accident form to differentiate between HSE forms for staff under Riddor; undertake risk assessment on visitors to council buildings being accompanied by dogs/children; spray bottle removed from the kitchen as contents not clear; noted conflicting H&S views on childproof plug protectors being used;**

#### **COMMUNITY OFFICE**

- g) Noted the glazing change had been done to the door but CCTV signage was still to be updated;
- h) Lone working policy and first aid requirements amended, signage issues as (c) above plus **COSHE sheets needed for cleaning products (copied from Park Hall records) and photocopier toner;** suggestion of 4 day IOSH course was noted; **locate form on EW portal to record criteria for preferred suppliers; create exchange information leaflet to issue to contractors when on site in council buildings; DSE assessment on computer screens if used continuously for over 1 hour; locate or create stress risk assessment;**

#### **PAVILION/TOILETS AND OUTBUILDINGS**

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- i) **Agreed that it was not financially viable to install monitoring equipment for toilet visitors and that a manual count by volunteers could be an alternative solution;** noted the structure of the public toilets was not conducive to upgrade or improvements and had a limited lifespan; **repairs to burst pipes were estimated to be £600 or more, option to improve pipework to reduce future reoccurrence was being costed. Parish Manager to consult members when details arrived;**
- j) **A review of outbuildings and future hire possibilities and longer term options be put to the Visioning Meeting;** the Parish Manager was grateful for historical information being shared on building origins;
- k) Railway Station covered earlier in the meeting;
- l) Signage issues as (c) above;

#### **OTHER MATTERS FOR FUTURE AGENDA**

- m) No other matters were raised for future agendas, unless notified to Parish Manager 7 days before the next meeting.

The Parish Manager had not yet arranged another staff meeting, mainly due to holidays and it would be arranged after Easter.

### **595. LAND MATTERS**

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

#### **WHITWICK PARK**

- a) The artificial turf in the goalmouths had been completed once the ground had dried out **and a photo opportunity would be followed up with a press release;**
- b) the playground repairs to the surfacing under the new junior equipment in the park had been completed but some other areas needed to be addressed;
- c) That a site meeting with a resident to discuss work being undertaken on a parish council tree had been cancelled by the resident and a new date would be arranged by the Parish Manager;

#### **ALLOTMENTS**

- d) After costings for heavy-duty bollards and a large gate, **the quote from NWLDC for supply of a 4.5m gate to protect the open space at Walkers Flats Allotments be accepted at £300, with fitting to be done by volunteers from the Management Committee and tenants;**
- e) The Chairman reported that some flytipping had occurred at the entrance to the Walkers Flats site, which was on Housing Department land and he had reported it for removal. **The Chairman had also photographed remains of a bonfire at the allotment which was domestic rubbish and therefore not in accordance with the tenancy agreements. The Parish Manager would ask for this to cease;**

#### **OTHER LAND**

- f) No matters raised regarding grounds maintenance undertaken by NWLDC team;
- g) The former NWLDC noticeboard in Market Place could now be commenced by the Chairman as the weather had improved, with temporary signage shown to members (as prepared by the Parish Manager);
- h) Members noted installation dates for agreed works at Robinson Road (fencing) and Hermitage Road (bench) were not yet confirmed and had undoubtedly been delayed by bad weather; **new dog byelaws were being introduced by NWLDC and signage to be installed (sample shown), initially prioritising**

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playgrounds and sports pitches, which the Parish Manager would confirm;

**OTHER MATTERS FOR FUTURE AGENDA**

- i) **Topics mentioned were the outstanding applications to the County Council for installation of new benches;** circulation of information on Lengthsman Schemes successfully operating in other parishes; No other matters were raised for the next Committee agenda, unless notified to Parish Manager 7 days before the next meeting.

**Full signature of Chairman:** ..... **Date:** .....

The meeting terminated at 11. 38 am  
*Date of next meeting: **Friday 10 May 2018 at 10 am.***  
**NB PLEASE NOTE THE CHANGE OF DAY**