

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 11 January 2018 at 10 am at Park Hall, Whitwick Park, off North Street, Whitwick**

Present: Councillor A Barker (Chairman)

Cllrs D Howe, P Moulton and R Woodward

In Attendance:

Mrs. C Tibbles, Parish Manager

No members of the public.

**537. APOLOGIES FOR ABSENCE**

None.

**538. DECLARATIONS OF INTEREST**

None.

**539. PUBLIC QUESTIONS AND ANSWER SESSION**

None.

**540. MINUTES**

**Resolved:** That the minutes of the meeting held on 9 November 2017 be approved as a correct record.

**541. TERMS OF REFERENCE**

**Resolved:** That the revised Terms of Reference and delegated powers be approved, signed and submitted to council for adoption forthwith.

**542. REVIEW OF PARK MANAGEMENT**

Members noted the continued damage to padlocks on gates, possibly as an objection to them being locked overnight. More serious park vandalism/criminal damage was being reported in other neighbouring areas so it was important to remain vigilant. Intensive police operations were continuing to identify the offenders of the spate of serious street crime and vehicle damage by ball bearings. The District Council had invested in a mobile CCTV van and this was discussed. The Parish Manager hoped to invest more time from Easter onwards to physically support the Park Rangers when park opening hours were extended ready for the summer, noting the concern of members for her personal safety.

**Resolved:** That a letter of support and co-operation be drafted by the Parish Manager and then sent to notify NWLDC that the CCTV van and staff would be welcome on parish land within Whitwick.

**543. BUILDINGS MANAGEMENT**

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

**PARK HALL -**

- a) To accept the offer from the caretaker to service the pump next year and alternate in subsequent years with an outside company;
- b) No issues identified and the leaf collection requested had been completed;
- c) No suggestions had been received but promotion of the Hall had been started

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- by the Administration Assistant, resulting in some potential new hirers;
- d) The quotation for blinds had been received and the grant application could soon be amended and submitted to the District Council;**
  - e) That the update of the H&S record log was still outstanding but noted that a satisfactory review of lone working policy and risk assessment had been completed for Park Hall staff and the council could be asked to finalise the policy;**

#### **COMMUNITY OFFICE**

- f) No new maintenance matters raised but CCTV signage needed to be revised and the change to door glazing was outstanding, with potential change to working practice following an incident of rudeness by a visitor;**

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

- g) No matters raised for other park buildings;**
- h) Railway Station: members studied photos and discussed the damp problem in the lower floor storage area, exploring potential causes and ideas for solutions. Members AGREED to invite representative(s) of Whitwick Historical Group to the March meeting, for councillors to arrange to visit the building and inspect the room, for Merisons to be invited to give their advice and assess some external repair issues. The Parish Manager questioned the lack of use of the small water heater and would check if a risk assessment had inadvertently prevented usage.**

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

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

The Parish Manager said another staff meeting would be arranged for February and the Chairman invited to attend, as previously.

### **544. LAND MATTERS**

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

#### **WHITWICK PARK**

- a) It was noted the contractor was on site to install the artificial turf in the goalmouths and all arrangements had gone to plan. The welfare facilities requested had been arranged but declined on arrival as not necessary. Deliveries and lorries had been supervised by the Parish Manager and a skip ordered from Eco Skip Hire as the cheapest quote obtained. *[Parish Manager's note: Unfortunately, due to excessive rain, the job could not be finished. Completion will be re-arranged when the ground dries out sufficiently.]***
- b) That Wicksteed be notified of the council's dissatisfaction of their unhelpful response following the severe deterioration of the safety surfacing under the junior keep fit equipment. The Council decision to commission Wicksteed to supply and install the equipment was based on their reputation and advice, not solely on cost. Members now felt that this initial advice was poor and they had shirked their responsibility by submitting a four-figure quote to do repairs now that the warranty had expired. The company could have shown more goodwill as the surface was questioned at the time of installation, had deteriorated substantially before the warranty expired and was in a disgusting state. The Parish Manager to finalise other quotations and subject to clarification of details, accept the lowest priced competitor. The council would need to commission replacement of old Wicksteed equipment on several sites in**

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the village but when planning ahead for these projects, it would seek quotations from other more helpful, alternative companies.

- c) The Parish Manager to ask if any casual bowls income had been received by NWLDC in the current financial year.
- d) The request for a gated dog friendly area of the park was declined as it would impinge on other users and potentially set a precedent for other open spaces that the council managed.
- e) Having visited the site in question, members had assessed the maturity and balance of the tree at the boundary of the park and carefully considered the request from a neighbour. The request was declined as, in line with previous decisions, if there was no instruction by a specialist on the grounds of 'decay, disease or danger' it would not undertake remedial work on the tree. The triennial inspection is scheduled to take place this year and the location will be checked by a specialist.
- f) The impact of the recent snowfall on the driveway to the park was discussed and following advice on durability, the Parish Manager was asked to purchase a grit spreader to be kept on site for severe weather.

#### **ALLOTMENTS**

- g) Following discussion, the annual grants were to be paid promptly to both Management Committees when their income had been received by the parish council.
- h) The Chairman reported that all plot rentals had been collected in at Walkers Flats and Cllr Moulton reported that the AGM was being held soon at Thornborough Road. The Committee, on behalf of the council, expressed their thanks to the members of the Allotment groups for their hard work and wished them a good season.

#### **OTHER LAND**

- i) No matters raised regarding grounds maintenance undertaken by NWLDC team;
- j) The Chairman's offer to voluntarily clean the former NWLDC noticeboard in Market Place (near to the post box) was gratefully accepted and he was supplied with new clips to enable the local community to easily and freely display their own notices; a new header board would be ordered.
- k) Members noted that the new fencing had been ordered for the Robinson Road play area; that there had been a delay in NWLDC ordering the new bench for installation at the parish park on Hermitage Road; that letters had been sent to residents as instructed at the last meeting in response to their requests;

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

- l) After discussion, members suggested the council be asked to consider repeating the visioning exercise to explore what topics, projects or ideas could be identified by/for the local community. Topics mentioned were increased or alternative use of parish land, how to address pedestrian safety, protection of land in the parish listed with NWLDC. 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. 49 am

*Date of next meeting: Thursday 8 March 2018 at 10 am.*