

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 May 2018 at 10 am at Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Cllrs D Howe, P Moulton [Items 648 - end] and R Woodward

In Attendance:

Mrs. C Tibbles, Parish Manager

Guest: Mrs. M. Pearson, Whitwick Historical Group [Items 641-645 only]

No members of the public.

641. APOLOGIES FOR ABSENCE

Cllr Moulton had been delayed travelling and would be late arriving.

642. DECLARATIONS OF INTEREST

None.

643. PUBLIC QUESTIONS AND ANSWER SESSION

None.

644. MINUTES

Resolved: That the minutes of the meeting held on 8 March 2018 be approved as a correct record.

645. WHITWICK HISTORICAL GROUP – Guest: Mrs. Pearson

The Chairman welcomed Mrs. Pearson to the meeting.

a) Mrs. Pearson updated members on the action taken since the last meeting with regard to the heating problems at the former Railway Station building. Whitwick Historical Group had obtained quotes in accordance with the two options previously outlined, which were considered carefully by members.

b) H&S forms had been supplied by the council for the tenant to complete, although this was in a different format to the chart currently in place.

Resolved: That the recommendations from Phoenix Plumbing and Heating Services be accepted, noting that boiler replacement was not deemed necessary at this stage. The Parish Manager was instructed to commission the work to replace and re-site the programmer and flush the system at a cost of £585.98, the cost of which would be borne by Whitwick Historical Group. This was conditional that the heating would be used twice-daily throughout the winter to help maintain the accepted minimum temperature recommended for archival storage locations. The Parish Manager would endeavour to provide remedial work for the known damp locations once the work was underway. Mrs. Pearson thanked the council and left the meeting at this point.

646. REVIEW OF WHITWICK PARK MANAGEMENT

a) Members noted the assessment was still outstanding by Stephenson College to straighten the park fencing to remove access opportunities, the quotes for fencing improvements be retained for future budget planning. A meeting was to be arranged to plug hedging gaps, as previously delegated to the Parish Manager, plus the outstanding matters to be addressed.

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647. BUILDINGS MANAGEMENT

Resolved: That the following actions be taken/noted:

PARK HALL -

- a) No matters to review,
- b) No progress on outstanding matters;
- c) **Resolved that conditions agreed at start of long-term hire be adhered to, that timescales for removal of some/all hirer equipment be established and date set for return of parish property;**
- d) **The Parish Manager to outline installation options for the Green Grant project, as supported by NWLDC, to improve facilities inside Park Hall and proceed with purchases in line with the funding application;**
- e) **That Stephenson College be approached to consider a design, access project to enhance the existing path outside Park Hall fire exit doors to improve disabled access and create steps to the grass area;**
- f) **the processing of late bookings at less than 28 days notice would be subject to a £5 administration fee to compensate for the additional work incurred (n.b. hire regulations to reflect this change);**
- g) **ratified the minor amendments to seating capacity in theatre style layout and for park usage;**
- h) to purchase additional equipment for catering and a flipchart/whiteboard easel;
- i) to note the H&S summary of 57 action points that required information to be input on the advisers website;

COMMUNITY OFFICE

- j) Noted the need to arrange adjustment for door closure and to investigate a budget/provision for decorating/carpet cleaning either in-house or via the College in the next 12-18 months.
- k) Noted the fire drill, fire training and DSE assessments had been completed and to enquire about hirer fire drill records.

PAVILION/TOILETS AND OUTBUILDINGS

- l) Noted the responsibility for NWLDC to undertake legionella checks in accordance with the current contract;
- m) **That, having been requested by a hirer to review use of the pavilion, the hire charge should remain as currently being paid, that the Pavilion was better suited to summer usage (due to external lighting and low heating) so it should be restricted to use only from May to September, with the exception of the Bowls Club who paid an annual fee; that the hirer be offered an alternative night at Park Hall and if that was not convenient that the hirer be placed on a waiting list for future availability at Park Hall;**
- n) Railway Station covered earlier in the meeting;

OTHER MATTERS FOR FUTURE AGENDA

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

The Parish Manager would endeavour to arrange a staff meeting next month.

648. LAND MATTERS

[Cllr Moulton arrived during this item.] **Resolved that the following actions be taken:**

WHITWICK PARK

- a) **The sign off form be completed for the goal mouth artificial turf by FLP;**
- b) **That members meet with representatives of the Bowls Club, at a time to be agreed on Wednesday 16 May, with the quotes being deferred to full council on 17 May for a decision on the recommendation to replace the old water tank;**

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- c) noted the Bowls Club wished to work with the parish council who were pleased to have such a facility in Whitwick, perhaps reminding the Club of their previous aims to apply for grant funding in 2016 and 2017 which the council still supported, and also to review the usage of the car park and special parking provision for members;
- d) noted the deterioration in surfacing under two rotating play items and urgent repairs arranged by the Parish Manager after seeking quotes from 3 companies, including FLP;

ALLOTMENTS

- e) noted the gate was available for installation at Walkers Flats but the 'voluntary' team was still being organised;
- f) the practice at Thornborough Road Allotments of having a communal fire at a specific agreed time be considered for adoption by Walkers Flats Allotments in preference to individual incinerators and that NWLDC guidance on bonfires be provided;**
- g) Update by Cllr Moulton that minutes of Thornborough Road meetings were passed to the Parish Manager and the Chairman reported that a meeting of Walkers Flats tenants was being held on 24 May at Park Hall. The Parish Manager had established that the rubbish reported at the last meeting at Walkers Flats had actually been gathered by volunteers for removal and then it had been set fire to by 'persons unknown' before it could be taken away.

OTHER LAND

- h) Draft letters were being prepared to consult neighbouring residents within 100 metres of the suggested bench locations but there was a difficulty producing maps currently with the IT system;
- i) Request from a resident for purchase of a 10m square piece of land at City of Dan was considered and declined. Members also declined the alternative request to lease land from the parish council at this site.**
- j) The request of the parish council to have a reduction in annual charge by NWLDC had been agreed, since the parish establishment of the self-management groups and associated community office responsibilities for overseeing 3 roles that were no longer undertaken externally;
- k) No new matters raised;
- l) Cllrs Moulton and Woodward undertook to confirm the physical review of remaining assets at open spaces after the weekend;
- m) Members noted the installation of the new bench at Hermitage Road ordered in November 2017 was still awaited;

OTHER MATTERS FOR FUTURE AGENDA

- n) Topics mentioned were the forthcoming Visioning meeting on 28 June and how to consult with residents who might not attend the meeting; potential for inserting questionnaires in the Community Voice highlighting future options; how to explore what the parish could do for residents who did not use the park facilities; process to establish parish byelaws;** other matters for the next Committee agenda, to be notified to Parish Manager 7 days before the next meeting.

Full signature of Chairman: **Date:**

The meeting terminated at 12. 20 pm.
[Cllr Moulton arrived at 11.30 am.]

Date of next meeting: Thursday 12 July 2018 at 10 am.