



Website: www.whitwickpc.org.uk

29th September 2023

To: The Chairman and Members of the Property Management and General Purposes Committee

(copied to all Parish Councillors for information)

Dear Members

I hereby summon you to attend a Meeting of the **Property Management and General Purposes Committee** to be held at **7.00 pm on Thursday 5th October 2023** at **Park Hall, Whitwick Park, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

Tracey McLean
Acting Parish Manager

Members of the public are welcome to attend and observe the meeting. Questions may be asked only under the public questions item if matters fall within the remit of the Committee.

Restrictions apply on capacity in the building for public seating

AGENDA

3361	APOLOGIES FOR ABSENCE
3362	DECLARATIONS OF INTEREST
	To receive declarations of interests in respect of items on the agenda. Members are reminded that they must declare whether the interest is a 'disclosable pecuniary interest' (in which case you must leave the meeting while that item is under discussion) or a 'registerable interest' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct).

3363	MINUTES
	To approve the minutes of the previous meeting held on Thursday 7th September 2023 .
	<i>Members' instructions are requested</i>
3364	PUBLIC QUESTION AND ANSWER SESSION
	<i>Members instructions are requested</i>
3365	TREE MAINTENANCE
	<ul style="list-style-type: none"> WPC. 012 Provision of trees – Update to be provided WPC. 008 – Overhanging tree onto resident property
	<i>Members instructions are requested</i>
3366	PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS
	a) Allotments Link Councillor – Thornborough Rd – Update required b) Allotments Link Councillor – Walkers Flats – Update required
	PROJECTS:
	Acting Parish Manager to provide a progress update/discussion to take place on:
	<ul style="list-style-type: none"> Eco-Bollard Car Parking Signs for Whitwick Park Memorial Arch Provision of Memorial Tree in Memorial Garden LCC Grit Bin provision Application for UKSPF Grant/update on broadband investigation at Park Hall Members Highway Fund Renewal of Grounds Maintenance Contract Free trees – delivery expected November 2023
	<i>Members' instructions are requested, with agreement on any matters to refer to Council</i>
3367	LAND MATTERS – KING GEORGES FIELD
	<i>N.B When acting as a charity trustee, it must always put the interests of the charity before the interests of the Parish Council.</i>
	WHITWICK PARK

	Acting Parish Manager to provide an update on land matters (or discussion to take place) regarding items previously agreed for action and consideration by Members to be given to any additional items:
	<ul style="list-style-type: none"> • Repairs to toilet doors
	<ul style="list-style-type: none"> • Bowls green – leak to irrigation system
	<ul style="list-style-type: none"> • Potholes on park driveway
	<ul style="list-style-type: none"> • Vandalism to rocking horse
	<ul style="list-style-type: none"> • Damaged barriers near to skate park
	<ul style="list-style-type: none"> • Hedge saplings vandalised
	PARSONWOOD HILL RECREATION GROUND
	<i>Members instructions are requested</i>
3368	LAND MATTERS – EXCEPT KGV LAND
	ALLOTMENTS
	<ul style="list-style-type: none"> • New email address for Walkers Flats Allotments
	<ul style="list-style-type: none"> • TRAS – Tree overhanging allotment plot and main road
	<ul style="list-style-type: none"> • TRAS - Mains Water Supply
	RECREATION/OPEN SPACES
	<ul style="list-style-type: none"> • Crumbling stone wall on Castle Street
	<ul style="list-style-type: none"> • Query relating to bush at Holland Close – update from National Grid
	<ul style="list-style-type: none"> • Footpath behind Tressall Road – Standing Water
	<ul style="list-style-type: none"> • Cutting back trees/bushes at Holly Hayes – Cllr Gillard query
	<ul style="list-style-type: none"> • Provision of bench at the bottom of Holly Hayes Road
	<ul style="list-style-type: none"> • Resident request for access permission through gate at Hays Close
	<ul style="list-style-type: none"> • Resident query relating to potential development on fields off Talbot Street
	<i>Members’ instructions are requested</i>
3369	BUILDINGS’ MANAGEMENT
	Acting Parish Manager to provide an update/review/discussion of repairs and maintenance issues and consideration by Members to be given to any additional items :
	PARK HALL
	<ul style="list-style-type: none"> • Well Pump
	<ul style="list-style-type: none"> • Window blinds
	COMMUNITY OFFICE
	<ul style="list-style-type: none"> • Damp problem in office
	<ul style="list-style-type: none"> • Repair required to emergency office light
	<ul style="list-style-type: none"> • Pests in roof space

	PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION
	Old Railway Station
	<ul style="list-style-type: none"> • Work to be carried out to roof tiles and corner bricks
	Pavilion
	<ul style="list-style-type: none"> • Investigation relating to SMART meters – Ongoing
	<i>Members' instructions are requested</i>
3370	OTHER MATTERS FOR FUTURE AGENDA
	Members to suggest other land matters for consideration at the next meeting
	<ul style="list-style-type: none"> • Provision of CCTV cameras • Community payback in the People Zone • Consideration for re-siting of access to Parsonwood Hill Recreation Ground – further questions
	<i>Members' instructions are requested</i>
	<p>N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.</p> <p>Standing Order 5.8 states: Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.</p>



N.B All Minutes are deemed as draft until formally approved and signed

MINUTES of the MEETING OF THE PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on Thursday 7th September 2023 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Cllrs A Briers, S Colledge, P Moulton, R Woodward

Mrs A Barker, Mrs J McNeice

In Attendance:

Mrs T McLean, Acting Parish Manager

1 member of public present

		ACTION
3324	ELECTION OF CHAIRMAN	
	RESOLVED: That Cllr A Barker be elected as Chairman of the Committee for the Civic Year 2023/2024.	
3325	ELECTION OF VICE-CHAIRMAN	
	RESOLVED: That Cllr P Moulton be elected as Vice-Chairman of the Committee for the Civic Year 2023/2024.	
3326	APOLOGIES FOR ABSENCE	
	None.	
3327	DECLARATIONS OF INTEREST	
	Cllr A Briers had nothing to declare.	
	Cllr P Moulton declared a registerable interest in matters affecting Whitwick Historical Group as a Link Councillor and a member; a registerable interest in matters regarding Whitwick Bowls Club as Link Councillor and a member; a registerable interest as Link Councillor for	

	<p>Thornborough Road Allotment Society; a registerable interest as Link Councillor for Walker Flats Allotments; all matters relating to NWLDC as a Ward Member for Thornborough; registerable interest as a member of Whitwick Action Group.</p> <p>Cllr Woodward declared a registerable interest as a Director of Holly Hayes Woods, as a member of Whitwick Historical Group and as a member of Friends of Thringstone.</p> <p>Cllr A Barker declared a registerable interest in all matters relating to NWLDC for Hermitage Ward as a District Councillor; registerable interest as a Director of Holly Hayes Wood and as a member of Whitwick Historical Group and a registerable interest as a signatory at Walkers Flats Allotments.</p> <p>Cllr S Colledge declared a registerable interest in the Whitwick and Ashby branches of the Royal British Legion as a member; a registerable interest in Whitwick Historical Group as a member; a registerable interest in Friends of Thringstone as a member; issues relating to planning and the green wedge as a member of Whitwick Action Group; a supporter and member of Coalville C.A.N; a registerable interest as a member of Woodstock in Whitwick; a registerable interest as a point of contact for Meadow Barn View; a potential disclosable interest in any matter concerning the old Hermitage Leisure Centre site as an immediate neighbour.</p> <p>Mrs J McNeice had nothing to declare.</p> <p>Mrs A Barker declared a registerable interest as a member of Whitwick Historical Group.</p>	
3328	MINUTES	
	<p>It was RESOLVED that the minutes from the meeting held on Thursday 3rd May 2023 be approved as a correct record.</p>	
3329	PUBLIC QUESTION AND ANSWER SESSION	
	<ul style="list-style-type: none"> Cllr Wyatt as the Community Portfolio Holder at North West Leicestershire District Council wished to commend Whitwick Parish Council for the way in which they had turned the parks into all inclusive areas, providing equipment for all to use. He said that they had done a wonderful job, especially at Hilary Crescent and should be truly commended. He added that it 	

	would allow North West Leicestershire District Council to change their policy and to mirror what Whitwick had done.	
	Cllrs thanked Cllr Wyatt and said that they were very proud of the work that had been achieved.	
	<ul style="list-style-type: none"> • Councillors noted that a resident had made a suggestion to the Council to consider setting aside some areas for the creation of wild flower meadows. • Councillors noted that Central England Co-op had enquired as to who the guardian was for the defibrillator that is installed on the outside of the store in Whitwick Market Place. Councillors confirmed that the present defib is actually owned and provided by the Co-op themselves. This was installed following removal of Whitwick Parish Council's defib at the request of the Co-op. 	
3330	TREE MAINTENANCE	
	<ul style="list-style-type: none"> • WPC.012 Provision of trees – Acting Parish Manager confirmed that quotations are still being obtained for 2 no. pussy willow, 2 no. rowan and 2 no. strawberry trees (all two metres in height), stakes and security mesh to be included in the quotations. When order placed, trees to be delivered October/November 2023. 	TM
	<ul style="list-style-type: none"> • Whitwick Park – Dead Tree – The tree had been felled on 28th July. 	
3331	PARISH WARDEN REPORT	
	A report was provided for councillor's perusal. Many of the issues had been dealt with; several remaining items highlighted on this agenda.	
3332	PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS	
	a) Allotments Link Councillor – Thornborough Road – Update:	
	Cllr Moulton informed everyone that an end of season committee meeting would be held in the near future. Permission from NWLDC for large summerhouse had been granted. All plots are currently taken with a small waiting list in place.	
	b) Allotments Link Councillor – Walker Flats – Update:	
	Cllr Moulton informed everyone that an AGM had taken place at the end of July. Following a discussion, councillors confirmed that the purpose of the committee was to run the allotment society and plot holders should speak to members of the committee if they needed to raise any issues. A councillor recommended that the allotment society should have a grievance policy/procedure put in place.	

	PROJECTS:	
	<i>The Acting Parish Manager provided an update/information on the following:</i>	
	<ul style="list-style-type: none"> • Eco-Bollard – The Acting Parish Manager had written to Intecso to state that in its current format, the bollard is not fully portable and does not suit our requirements. Cllr Wyatt asked the Acting Parish Manager to provide contact details for company representatives at Intecso and said that he would approach the company to enquire further as to how a portable bollard could be provided for the parish. 	MW
	<ul style="list-style-type: none"> • A3 Car Parking Signs – This project is currently on the action list but on hold due to time constraints. It had been discussed during perusal of the current grounds maintenance contract that the park should remain open until 9.00 pm from May – August and new signage would need to reflect the change in opening/closing times. Existing signage at the entrance to the park would also need to be amended 	TM
	<ul style="list-style-type: none"> • Memorial Arch – This project is currently on the action list but on hold due to time constraints. Two firm quotations had been obtained and a third company were unable to provide assistance with the project or provide a quotation. 	TM
	<ul style="list-style-type: none"> • Provision of Memorial Tree in Memorial Garden – Acting Parish Manager to contact parish preferred contractor for him to source wood to form the basis of a memorial tree. 	TM
	<ul style="list-style-type: none"> • LCC Grit Bin Provision – As part of the Members Highway Fund (MHF) grit bins to be provided at Whitwick St Bernard’s Road/Leicester Road junctions x 2, George Street/Hall Lane junction x 1, Hogarth Road/Leicester Road x 1. A consultation with residents had recently taken place. Paperwork to now be completed and forwarded to LCC. • Application for UKSPF grant to fund broadband at Park Hall – The Acting Parish Manager had completed and forwarded an application to NWLDC, further information to be supplied by the Acting Parish Manager. A further quotation to provide broadband at Park Hall was also being sought. • Members Highway Fund – Funding Received – Members noted that an approximate amount of £4,000 had been received into the parish bank account. It was suggested that the money could be used to fund two replacement benches near to the kebab 	TM TM

	<ul style="list-style-type: none"> • Delivery of trees expected November 2023 – A delivery of 420 trees is expected in November. It had been previously resolved that the majority of trees would be planted at Carhill Rock. Grounds maintenance contractor to be notified to ensure planting included in their work schedule. • Provision of CCTV – The Acting Parish Manager had been contacted by Paul Collett from NWLDC to discuss the possible provision of CCTV in Whitwick Park. Members RESOLVED: to invite Mr Collett to the next future PMPG Committee Meeting. 	
3333	LAND MATTERS – KING GEORGE’S FIELD	
	<i>N.B When acting as a charity trustee, it must always put the interest of the charity before the interests of the Parish Council</i>	
	Members noted/ resolved:	
	Whitwick Park	
	<ul style="list-style-type: none"> • Toilet Doors – This project is currently on the action list and on hold due to time constraints. Quotations for work to be carried out, to be sought as soon as possible. 	TM
	<ul style="list-style-type: none"> • Bowls Green – leak to irrigation system. Leaking system had been repaired but one sprinkler is still not working. An engineer who would be in the vicinity of Whitwick Park in the next few days had been instructed to carry out an investigation to the problem and provide a report. 	
	<ul style="list-style-type: none"> • Peter Hurst Memorial Bench – The Acting Parish Manager had received a request from the Bowls Club for the bench to be re-sited and moved from the far end of the green to in front of the clubhouse, where it was felt that it would get more use. Members RESOLVED: that although they were happy for the bench to be moved, they did not think that this was a good use of parishioners’ money and were not prepared to fund the re-siting of the bench. 	
	<ul style="list-style-type: none"> • Issues with anti-social behaviour – Members noted that a resident had reported a number of rowdy and raucous people in the park on a regular basis between the hours of 9.00 pm and 1.00 pm. The local PCSO had been informed. 	
	<ul style="list-style-type: none"> • Potholes on Park driveway – Members RESOLVED: for Acting Parish Manager to instruct ground maintenance contractor to reinforce the drive with tarmac. 	TM

	<ul style="list-style-type: none"> • Stores door damaged – Members noted that the damaged store door had been made good temporarily. 	
3334	LAND MATTERS – EXCEPT KGV LAND	
	PARSONWOOD HILL RECREATION GROUND	
	<ul style="list-style-type: none"> • Consideration for re-siting of access to recreation ground – Members discussed the suggestion to consider moving the entrance to the field from Loughborough Road to the far corner on Parsonwood Hill. Members RESOLVED: that re-siting of the entrance should be placed on the action list for further discussion at a future meeting. 	TM
	<ul style="list-style-type: none"> • Line markings on field for school annual sports day – Members RESOLVED: that they were happy for the school to continue to use the field free of charge for sports day events, but under <u>no circumstances</u> should line markings be <i>burnt</i> onto the grass and forbade the school to do so. 	
	ALLOTMENTS	
	<ul style="list-style-type: none"> • Walkers Flats & Thornborough Road Allotments Society Management Agreements - 	
	The Acting Parish Manager informed members that Management Agreements for both sites needed to be updated as soon as possible and would be placed on the action list as a matter of urgency.	TM
	<ul style="list-style-type: none"> • TRAS – Tree overhanging allotment plot and main road - 	
	The Acting Parish Manager informed members that branches from a large tree on the site had fallen onto an allotment holders plot. The tree was also overhanging the road and needed to be cut back. Members RESOLVED: for the Acting Parish Manager to seek the advice of the parish preferred contractor for advice and remedial work to be carried out as necessary.	TM
	<ul style="list-style-type: none"> • TRAS – Mains Water Supply 	
	The Acting Parish Manager informed members that the TRAS Secretary had communicated that they could no longer afford the cost of keeping a mains water supply on the allotment site and a decision had been made to terminate the supply. Members	

	RESOLVED: that as the Parish Council is the account holder, the Acting Parish Manager be instructed to make the necessary arrangements to cancel the water supply as soon as possible.	TM
	RECREATION/OPEN SPACES	
	<ul style="list-style-type: none"> • Crumbling stone wall on Castle Street – The Acting Parish Manager attempted to ascertain who was responsible for the upkeep of the wall. Members suggested that it was the Highways Department at Leicestershire County Council. The Acting Parish Manager said that she would also consult with the Parish Warden to investigate further. • Holland Close – Consideration was given for the use of anti-vandal paint on the 2m high railings that run along the boundary of the private property nearest to the Park. Members RESOLVED: to apply anti-vandal paint to the railings. <p>A large overgrown bush growing near to the sub-station, had been identified as being on private land and is not within parish jurisdiction. There is some confusion as to who the land belongs to. Members RESOLVED: that National Grid/Western Power should be contacted to ascertain who the land belonged to.</p> <ul style="list-style-type: none"> • Howe Road – report of rotted knee railing – A resident had reported issues with several areas of knee railing on Howe Road. The Parish Warden had investigated and said that the knee railing was not currently in need of replacement. Members RESOLVED: to uphold the decision of the Parish Warden and the knee railing would not be replaced at the present time. • Thornborough Road- Damaged knee railing – Members noted that three damaged wooden rails and 2 damaged wooden posts were in need of replacement. Members RESOLVED: that as rails and posts were not on parish land and were not maintained by Whitwick Parish Council no further action was necessary. • Footpath behind Tressall Road – Standing Water – The Acting Parish Manager confirmed that the last update was received from Leicestershire County Council on 23rd August 2023. Site visits had been carried out to identify access arrangements and ticket would be raised and released as soon as possible. • Padlock replacement for all sites – Members had previously resolved to purchase a complete new set of padlocks. The Acting Parish Manager recommended that padlocks should now be changed when the new grounds maintenance contract was in place. 	<p>TM</p> <p>TM</p> <p>TM</p>

	<p>Members RESOLVED: to accept the recommendation of the Acting Parish Manager.</p> <ul style="list-style-type: none"> • Planter on Oaks Road – Members noted that a resident had raised a query relating to the planter not being planted up. The grounds maintenance company had been instructed to investigate and they confirmed that the planter had been planted up as usual. • Grit bins – provision of shovels and padlocks – Members RESOLVED: that the grit bins should remain locked until mid-November when they would be re-filled with grit. • Green Lane – damaged fence panel – Members noted that the Council’s insurer’s had advised that they would be unable to assist because the cost of the repairs fall below the third party property damage excess which is £500.00. Members RESOLVED: that as the claim was not upheld by the Council’s insurers, no payment would be made on this occasion. 	TM
3335	BUILDINGS’ MANAGEMENT	
	Park Hall	
	<ul style="list-style-type: none"> • Gents’ Toilet – Members noted that the faulty light had been replaced. A recommendation by the contractor had been made to eventually replace all lights with LED fittings. 	
	<ul style="list-style-type: none"> • Disabled toilet, problem with flush on toilet – Members noted that this has now been rectified and a loose tap had also been attended to at the same time. Members were dismayed at the amount charged for the work carried out. Members RESOLVED: that the parish preferred contractor would be removed from the parish list. 	TM
	<ul style="list-style-type: none"> • Request by hirer for blinds for windows in the main hall – Members noted that a hirer was unable to use the screen and projector on very bright days and had asked if blinds could be provided for the windows and doors. Following a brief discussion members RESOLVED: that blinds would not be provided. 	
	<ul style="list-style-type: none"> • Vandalised bin – Members noted that the base slab had been completely destroyed and was currently being looked at by the grounds maintenance contractor. 	
	<ul style="list-style-type: none"> • Well Pump – Members RESOLVED: that the well pump could be serviced by the caretaker. 	

	COMMUNITY OFFICE	
	<ul style="list-style-type: none"> • Damp problem in Community Office – Members noted that one quotation had been received for work relating to damp problem. A further quotation was currently awaited. • Door Alarm – Members noted that the door alarm had been serviced and the code changed. Member keyholders and the police had been informed of the change of access code. 	TM
	<ul style="list-style-type: none"> • Office Keys – Members noted that Cllr Moulton had temporarily been provided with a set of office keys in case of emergencies. Members RESOLVED: that to support good working practice, Cllr Moulton should retain a set of keys. 	
	<ul style="list-style-type: none"> • Repair required to emergency office light – The Acting Parish Manager informed members there was a problem with the emergency light. Members RESOLVED: that Cllr Moulton would look at the light and repair as necessary. 	PM
	PAVILION/TOILETS, OUTBUILDINGS AND OLD RAILWAY STATION	
	OLD RAILWAY STATION	
	<ul style="list-style-type: none"> • Guttering to be cleared at rear of building – Members noted that moisture was coming into the building from the uncleared gutter and corner brick section and bricks need re-bedding. Members RESOLVED: to accept the quotation of £320 already obtained for the work and contractor to be instructed to carry out the repair. 	TM
	<ul style="list-style-type: none"> • Roof tile – Members noted that work was carried out to roof tile in Acting Parish Manager's absence due to the urgency of the work to be carried out. 	
	<ul style="list-style-type: none"> • Problem with drain – Members noted that a foul smell was being experienced by staff at Whitwick Historical Society. Severn Trent had made an initial visit to look at the non-return valve sticking and also came out to service it on 16th August, with no issues found. 	
	PAVILION	
	<ul style="list-style-type: none"> • Investigation relating to SMART meters – Members noted that the Acting Parish Manager was still looking into the possibility of installation of SMART meters at Park Hall and the Pavilion. 	TM

	<ul style="list-style-type: none"> • Storage of mower – Members noted that the mower was no longer being stored in the pavilion. 	
3336	OTHER MATTERS FOR FUTURE AGENDA	
	<ul style="list-style-type: none"> • Community Payback in the People Zone – Members noted that the Acting Parish Manager had received an email from James O-Connell at Leicestershire Police. They are hoping to get some collaborative small scale bespoke projects underway (People Zones will directly fund). Members RESOLVED: to give further thought to a future project. 	
<p>Full signature of Chairman: Date:</p>		
<p>The Chairman closed the meeting at 9.30 pm</p>		