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Restrictions apply on capacity in the building for public seating.

27 April 2022

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, 5 May 2022** at **Park Hall, Whitwick Park, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

A handwritten signature in cursive script that reads 'Cathy Tibbles'.

Cathy Tibbles, PSLCC
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.*

2838. APOLOGIES FOR ABSENCE

2839. 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 'disclosable non-pecuniary 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).

2840. MINUTES.

To approve the minutes of the previous meeting held on 7 April (see enclosed). To defer approval of the minutes of the previous meetings held on 7 October, 4 November and 2 December 2021 as they have not yet been written.

Members' instructions are requested.

2841. PUBLIC QUESTION AND ANSWER SESSION

Members' instructions are requested.

2842. TREE MAINTENANCE

- a) WPC.013 - Poplar Trees – Resident had visited office to complain that trees are encroaching onto their land and causing a problem overhanging onto vehicles
- b) Reduction of crown to mature oak tree in Whitwick Park to be carried out
- c) Work on fallen tree at City of Dan to be carried out
- d) Council's tree contractor to start undertaking all recommended works (from last year's LCC survey), provisional start date is mid-May.

Members' instructions are requested.

2843. PARISH PROJECTS - WORKING PARTY/LINK COUNCILLOR REPORTS

To consider progress since the last report/meeting and/or any recommendations for approval and opportunities for discussion/questions from members (see information enclosed/to follow/to be tabled):

- a) Bowls Link Councillor – Update required;
- b) Allotments Link Councillor- Update required;
- c) Allotments Link Councillor – Walkers Flats – Update required;

PROJECTS

1. New Signage for the Pavilion/Green/Parking/Tennis Courts –action still required by Parish Manager; Deputy Parish Manager liaising with Cllr Colledge regarding signage for car park stating gates will be locked
2. Cllr Moulton obtaining quotes and design required for memorial plaque;
3. Park Hall Heating installation – operating instructions are being compiled by the office, in consultation with staff;
4. Memorial Garden in Whitwick Park – Update required on next phase being planned – Cllr Moulton to obtain a design brief and quotation from mural artist for painting factory wall, together with quotes from two further companies ; steel memorial bench had now been delivered, meeting to be arranged to look at where the bench should be sited;
5. Seasonal Lighting – Members to look at available grants and lighting options at their next working party meeting; standardised letter to be sent out to businesses once scheme agreed;

Members' instructions are requested, with agreement on any matters to refer to Council.

2844. LAND MATTERS – KING GEORGES FIELD

NB When acting as a charity trustee it must always put the interests of the charity before the interests of the Parish Council. As Trustees, members to note the action list is awaiting updating and also consider:

WHITWICK PARK

- a) consideration of CCTV protection and/or installation of system; *no action taken on this item by the Parish Manager;*
- b) Memorial Bench – Cllr Moulton to contact doner to arrange official unveiling;
- c) Update on Whitwick Park Toilets – instructions requested for further information regarding type of doors to be quoted for; crime number to be obtained and insurance claim to be pursued regarding vandalism to toilets;
- d) ASB – Vandalism to trees, JR reported to police and crime number obtained;
- e) Hedging around park – Quotations to be obtained for hawthorn hedging for perimeter of park; request for anti-vandal paint to be applied to top of gates near to bowls pavilion;
- f) Request for 1 x litter bin – Deputy Parish Manager to provide an update;
- g) progress update by the Deputy Parish Manager on land matters and items previously agreed for action;

PARSONWOOD HILL (part)

- h) Recreation Ground – Dog fouling complaint received from resident, regarding professional dog walkers and request received for signage to be displayed discouraging dog fouling;

2845. LAND MATTERS – EXCEPT KGV LAND

Members to note the action list is awaiting updating and also consider:

ALLOTMENTS

- a) Thornborough Road Allotment Society – Update required

RECREATION/OPEN SPACES

- b) Playground Improvements – No start date yet provided for commencement of work at playground sites at Holly Hayes and Hermitage/Green;
- c) Green Lane – Update to be provided;
- d) Flooding problem at WPC.011, report from LCC on potential collapsed storm drain still awaited (information to follow when available or site meeting to be arranged);
- e) Covid Memorial bench and tree – Awaiting installation from NWLDC - Update to be provided;
- f) Car Hill Rock – Update to be provided
Hilary Crescent: work now complete regarding extension of footpath/installation of entrance restrictor to Holly Hayes Wood ;
- g) Footpath at Holly Hayes/Rosslyn Road – Further instruction to be provided from members, site meeting to be arranged to look at where the footpath is required before quote is obtained;
- h) Grit bin for The Elms had not been progressed due to workload;
- i) Resident request to paint chair and horse seat at The Elms – Update to be provided;
- j) Planting of 40 sapling Oak trees (donated by resident) – suggestion by the Parish Manager to seek planting advice from Tindle Tree Care or JR

Maintenance;

- k) Meadow Barn Hanging Baskets – Update required from Deputy Parish Manager and Cllr Moulton;
- l) Holly Hayes Play Area – resident request for larger litter bin, discussion required;
- m) WPC.018 – Update required from Parish Manager regarding legal position
- n) Land at City of Dan (in front of the Wheel) – Update required from Parish Manager;
- o) Progress update by the Deputy Parish Manager on land matters previously agreed for action;

Members' instructions are requested.

2846. BUILDINGS' MANAGEMENT

Members to note the action list is awaiting updating and also consider:

PARK HALL:

- a) Hire regulations currently being reviewed and amended. Revised draft document to be circulated when available;
- b) Caretakers still to paint the edging of the slabbed areas outside Park Hall as waiting for milder weather to avoid the frost;
- c) Late opening of Park Hall - Apology sent to hirer by Parish Manager
- d) Community Noticeboards – update required from Cllr Woodward/Deputy Parish Manager;

COMMUNITY OFFICE:

- e) Broken ceiling tile – to be replaced following difficulty accessing battery in fire alarm;
- f) Community Police Team – increased use of office by PC's and PCSO's;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- g) Old Railway Station – Cllr Moulton checking electrical certificates;
- h) review of building repairs and maintenance issues – Update to be provided;

Members' instructions are requested.

2847. OTHER MATTERS FOR FUTURE AGENDA

Members to suggest other land matters for consideration at the next meeting.

Members' instructions are requested.

*Date of next meeting: Thursday 9 June 2022 at 7 pm
NB This is one week later than normal due to the Bank Holiday*

N.B. THIS IS A PUBLIC MEETING AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.

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.