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Restrictions apply on capacity in the building for public seating.

24 August 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, 1 September 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.*

2931. ELECTION OF CHAIRMAN

Members to elect a Chairman of the Committee for the Civic Year
2022 – 2023

Members instructions are requested.

2932. APOLOGIES FOR ABSENCE

2933. 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).

2934. ELECTION OF VICE-CHAIRMAN

Members to elect a Vice-Chairman of the Committee for the Civic Year 2022 – 2023

Members instructions are requested.

2935. MINUTES.

To approve the minutes of the previous meeting held on 5 May (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.

2936. PUBLIC QUESTION AND ANSWER SESSION

2937. GUEST SPEAKERS: JR Landscaping

At the request of members, Jack and Jonelle Rose invited to the meeting. There will be an opportunity for members to ask questions.

Members instructions are requested.

2938. TERMS OF REFERENCE

Members to approve and sign the revised composition as updated at the last council meeting, see attached.

Members to note the information.

2939. TREE MAINTENANCE

- a) WPC.013 - Poplar Trees – Members to make a decision relating to trees encroaching onto resident's land
- b) Reduction of crown to mature oak tree in Whitwick Park to be carried out
- c) Work on fallen tree at City of Dan has been carried out
- d) Resident query regarding overhanging branches from dead tree in car park. – this tree is protected by a TPO and the council needs to submit a planning application to NWLDC for it to be felled.
Timescale – 2-3 months from submission of application (not yet drafted)
- e) Work to overhanging branches to property on Briers Way has now been carried out and thanks received and given for patience over several months.

Members' instructions are requested.

2940. 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) Allotments Link Councillor – Thornborough Road - Update required;
- b) Allotments Link Councillor – Walkers Flats – Update required;

PROJECTS

1. New Signage for the Pavilion/Green/Parking/Tennis Courts –action still required by Parish Manager; signage for car park stating gates will be locked, still outstanding due to staffing issues;
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.

2941. 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 donor to arrange official unveiling;
- c) Update on Whitwick Park Toilets - instructions requested for further information regarding type of doors to be quoted for;
- d) Hedging around park – Suggestion raised of applying for grant funding to provide funds for hedging to be planted around perimeter of the park, three quotations would be required; Anti-vandal paint had been applied to top of gates near to bowls pavilion;
- e) Request for 1 x litter bin – Deputy Parish Manager to provide an update when any progress is made;
- f) Vandalism in the Park on Saturday 23 July;
- g) Bowling Club sign request for entrance to park;
- h) Bowling Green – update provided on Parish Manager’s report;
- i) Progress update by the Deputy Parish Manager on land matters and items previously agreed for action;

PARSONWOOD HILL (part)

- j) Recreation Ground – Update to be provided on dog fouling signage;
- k) School Licence and Conditions – Update to be provided by Deputy Parish Manager;

2942. LAND MATTERS – EXCEPT KGV LAND

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

ALLOTMENTS

- a) Thornborough Road Allotment Society – Meeting held last February with TRAS representatives to begin review of management agreement, no progress by PM. Also, dealing with concerns from two tenants under the complaints procedure

RECREATION/OPEN SPACES

- b) Playground Improvements – Update to be provided on dates for commencement of work at playground sites at Hilary Crescent and Hermitage/Green Lane;
- c) Green Lane – Following a site meeting, delegated decision taken by the Parish Manager to re-locate the grit bin to the other side of the path;
- d) Green Lane – Playground surfacing needing repairs, contractor awaiting delivery of wetpour before work completed;
- e) 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);
- f) Covid Memorial bench and tree – Update to be provided by Deputy Parish Manager;
- g) Car Hill Rock – Update to be provided Deputy Parish Manager;
- h) Footpath at Holly Hayes/Roslyn Road – Further instruction to be provided from members, site meeting to be arranged when project can be accommodated and budget identified to look at where the footpath is required before quote is obtained
- i) Grit bin for The Elms had not been progressed due to workload;
- j) Planting of 40 sapling Oak trees (donated by resident) – No planting advice offered or sought. JR had requested unused trees for planting at their base, 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;
- l) Holly Hayes Play Area – resident request for larger litter bin, discussion required;
- m) WPC.018 – This matter is closed and unresolved. Update required from Parish Manager regarding legal position
- n) Land at City of Dan (in front of the Wheel) – Update required from Parish Manager when action is taken-
- o) Progress update by the Deputy Parish Manager on land matters previously agreed for action;

Members' instructions are requested.

2943. 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) Edging slabs to be painted – update from Deputy Parish Manager;

c) Hirer has enquired about access to former storage area;

COMMUNITY OFFICE:

- d) Broken ceiling tile – to be repaired following difficulty accessing battery in fire alarm;
- e) Damp problem in office to be investigated for repair
- f) Heating/air conditioning to be explored for future investment
- g) Community Police Team – increased use of office by PC's and PCSO's;
- h) Parish Council Noticeboard – update to be provided by Deputy Parish Manager;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- i) Old Railway Station – Update to be provided by DPM
- j) review of building repairs and maintenance issues – Update to be provided;

Members' instructions are requested.

2944. 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 6 October 2022 at 7 pm***

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.

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 5 May 2022 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor A Barker (Chairman)

Cllrs S Colledge and P Moulton

Mrs A Barker, Mr T Gee

In Attendance:

Mrs Tracey McLean, Deputy Parish Manager

2838. APOLOGIES FOR ABSENCE

Apologies received from Cllr Straw and Cllr Woodward.

2839. DECLARATIONS OF INTEREST

Mrs A Barker declared a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Cllr P Moulton declared a disclosable non-pecuniary interest in matters affecting Belton and Whitwick Royal British Legion as the Link Councillor and a member; a non-pecuniary interest in matters affecting Whitwick Historical Group as the Link Councillor and a member; a non-pecuniary interest in matters regarding the Bowls Club as a member and Link Councillor; a non-pecuniary interest as Link Councillor for Thornborough Road Allotment Society and a non-pecuniary interest as a representative member of North West Leicestershire Leisure Centre Steering Group.

Cllr A Barker declared a disclosable non-pecuniary interest as a Director of Holly Hayes Woods, a member of Whitwick Historical Group and a non-pecuniary interest as a signatory at Walkers Flats Allotment Group.

Mr T Gee declared a non-pecuniary interest in matters connected to Whitwick Historical Group as a member.

Cllr S Colledge declared a non-pecuniary interest in Whitwick Community Crisis Team; a non-pecuniary interest in the Royal British Legion as a member; a non-pecuniary interest in Whitwick Historical Group as a member; a non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group; a non-pecuniary interest as a member of Woodstock in Whitwick; a potential pecuniary interest in any matter concerning the old Hermitage Leisure Centre site as an immediate neighbour.

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2840. MINUTES

Resolved that the minutes for 7 April were approved as a correct record and would be signed. 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 by the Parish Manager due to conflicting priorities.

2841. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2842. TREE MAINTENANCE

Members noted / **resolved:**

- a) WPC.013 Poplar Trees - Resident had visited parish office to complain that trees were encroaching onto their land and causing a problem overhanging onto vehicles. **Members resolved to defer decision** until next committee meeting as they would need to look at the tree report to make an informed judgement;
- b) Tree contractor to carry out work to reduce the crown of mature oak tree in Whitwick Park within the next couple of weeks;
- c) Tree Contractor to carry out work on fallen tree at City of Dan within the next couple of weeks;
- d) Council's tree contractor would start undertaking all recommended works (from last year's LCC survey) provisionally from mid-May;

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 – Cllr Moulton confirmed that the new season was underway and maintenance schedule was up-to-date; unveiling of the new bench was still to be done; Friendly match due to take place on August 10, 6.15 pm start;
- b) Allotments Link Councillor – Thornborough Road – Cllr Moulton had met with Community Choices for Life organiser to discuss grant application for projects;
- c) Allotments Link Councillor – Walkers Flats - No update provided;

PROJECTS

- 1. New Signage for the Pavilion/Green/Parking/Tennis Courts –action was still required by Parish Manager; Informative signage for car park, still outstanding, Deputy Parish Manager had liaised with Parish Manager and Cllr Colledge regarding wording of signage, signs to be produced when Deputy Parish Manager's work schedule allowed;

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2. Cllr Moulton obtaining quotes and design for memorial plaque;
3. Park Hall heating installation – operating instructions being compiled by the office and awaiting staff input when drafted;
4. Memorial Garden in Whitwick Park –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, Deputy Parish Manager to contact JR Maintenance regarding siting and installing;
5. Seasonal Lighting – Members to look at available grants and lighting options for decoration at The Wheel at their next working party meeting; standardised letter to be sent out to businesses once a scheme had been agreed.

2844. LAND MATTERS – KING GEORGES V FIELD

It was noted the action list was still awaiting updating. As trustee of the Whitwick Park (King Georges Field) Charity, members **resolved** that the following **actions be taken**/noted:

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 – Bench had now been installed, Cllr Moulton to contact donor to arrange official unveiling;
- c) Update on Whitwick Park Toilets – Deputy Parish Manager to contact JR Maintenance for advice received from locksmith with regard to steel doors, Cllr Colledge suggested contacting contractor to look at steel doors to see what further measures could be taken to provide increased security;
- d) ASB – Vandalism to trees had occurred, JR had reported the incident to the police and crime number obtained;
- e) New Fencing - Suggestion raised of applying for grant funding to provide funds for hedging to be planted around perimeter of the park, three quotations would be required; anti-vandal paint still to be applied to top of gates (near to bowls pavilion), signs would be required to be displayed;
- f) Request for 1 x litter bin near to skate park – No update available at present due to lack of staffing;
- g) Progress update by the Deputy Parish Manager on land matters and items previously agreed for action – Deputy Parish Manager had not met with Parish Warden due to time constraints and lack of staffing, no report to present at this time; it was **resolved** that Parish Warden and Deputy Parish Manager be added to list of emergency contacts in the event of access to Park Hall; after a brief discussion Members **resolved** that the issue of motorbikes in the Park should be taken to a future Full Council Meeting for further discussion;

PARSONWOOD HILL (part)

- h) Recreation Ground – Dog fouling complaint received from resident

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regarding professional dog walkers and request for signage to be displayed discouraging dog fouling – **members resolved that signage be placed on the two gates leading to the Recreation Ground;**

2845. LAND MATTERS – EXCEPT KGV LAND

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

ALLOTMENTS

- a) Thornborough Road Allotment Society – No further update;

RECREATION/OPEN SPACES;

- b) Playground Improvements – No start date yet provided for commencement of work at playground sites at Holly Hayes and Hermitage/Green Lane;
- c) Green Lane – Deputy Parish Manager to contact JR with regard to ensuring gate is fully secured with adequate chains ; members raised concerns regarding soil behind gate on the left, item to be carried forward until next meeting;
- 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 benches and trees – Bases had been installed on 29 April and all benches and trees should be in place by 13 May. Deputy Parish Manager had contacted NWLDC to request that all tree saplings were provided with supporting stakes;
- f) Car Hill Rock –Parish Manager still unable to contact the contractor, will continue to attempt to make contact;
- g) Hilary Crescent –work now complete regarding extension of footpath/installation of entrance restrictor to Holly Hayes Wood;
- h) Footpath at Holly Hayes/Rosslyn Road – Further instruction to be provided by members before quotations are obtained, this item to be deferred to the next agenda;
- i) Grit bin for the Elms had not been progressed, due to workload;
- j) Resident request to paint chair and horse seat at The Elms – Parish Warden had checked state of repair and confirmed there is a large crack in the chair, but both chair and seat are intact with no sign of rot;
- k) Planting of 40 Oak tree saplings (donated by resident) – suggestion by Parish Manager to seek planting advice from Tindle Tree Care or JR Maintenance, members suggested planting trees in the park, behind the wheel on parish land and Car Hill Rock, a number of saplings to be donated elsewhere;
- l) Meadow Barn Hanging Baskets – Cllr Moulton confirmed that an order had been placed for up to £200, baskets to be placed where licences are not required;
- m) Holly Hayes Play Area – resident had made a request for a larger bin, Parish Manager had suggested more frequent emptying of the current bin and twice weekly emptying would be trialled;
- n) WPC.018 – Legal Position – Parish Manager currently awaiting an update

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from solicitor, item to be deferred until next meeting

- o) Land at City of Dan – update to be provided by the Parish Manager when minutes had been written;
- p) Progress update by the Deputy Parish Manager on land matters previously agreed for action – none;

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, with revised draft documents to be circulated when available;
- b) Deputy Parish Manager reported that caretakers were still to paint the edging of the slabbed areas outside Park Hall and had been waiting for milder weather to avoid the frost;
- c) Late opening of Park Hall – Parish Manager had sent an apology to the hirer and a vote of thanks to be recorded for Cllr Barker for opening up the Hall at short notice;
- d) Community Noticeboards – Cllr Woodward had spoken to Co-op Management regarding removal of plant displays in front of parish noticeboard and management had agreed that plants would be removed, members discussed moving the noticeboard to the side of the hub, item to be **deferred** to the next agenda;

COMMUNITY OFFICE:

- e) Broken ceiling tile to be replaced;
- 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 had checked electrical certificates;
- h) Review of building repairs and maintenance issues – Purchase of new locks/handles and Radar key to be deferred until toilet doors had been upgraded;

2847. OTHER MATTERS FOR FUTURE AGENDA

The Chairman encouraged members to put ideas forward for consideration or other opportunities that could be explored.

Full signature of Chairman: Date:

The meeting terminated at 9.00 pm

Date of the next meeting: 4 August 2022

TERMS OF REFERENCE AND DELEGATED POWERS

Name of Committee **Property Management and General Purposes Committee**

Chairman and Members of this Committee

Elections are made at the Annual Council meeting in May and terms of reference are held in the front of the Minute Book. Any changes to this are by resolution of Council and updated accordingly in the front of the Minute Book. There are 5 members and two non-councillor members (with voting rights) appointed by council.

Quorum: Three members.

Reserve Members: any parish councillor may be invited to attend as a reserve member if needed to maintain a quorum.

Functions, delegated responsibilities/authority and powers

Committee is responsible for operation, maintenance and management of all Parish Council buildings and open spaces, in accordance with policy of the council. To appoint Lead Councillors for specific areas to work with Parish Manager and provide support. Fulfil the Trustee responsibility for the parish council on matters relating to King Georges Field, consulting when necessary with Fields in Trust who hold a covenant on Whitwick Park and Parsonwood Hill Recreation Space (part only).

Committee/Council to instruct the Parish Manager if guests are to be invited to meetings according to need, e.g. allotment management, bowling club, tree management, grounds maintenance. All staff associated with latter report to Committee, normally through the Parish Manager. Council retains responsibility for creation of new staff positions.

Committee can make decisions, including those within the allocation of funds within respective budgets. Any recommendation outside budget will be referred to Full Council. If urgent works needed to be undertaken by the council and the endeavours to obtain 3 quotes (as evidenced) had been thwarted by lack of response, then delegated authority be granted to temporarily suspend Financial Reg 11.1.f. that required 3 quotes for works over £3,000 and less than £25,000, this suspension only to be taken following consultation by the Parish Manager with the Chairman of the Council (or the Vice-Chairman as substitute) and the Chairman of the Committee (or the Vice-Chairman as substitute). To assess and prepare annual budget recommendations to Council, including provision for future maintenance, replacement or upgrading of items for which it is responsible. If the Committee choose to refer a specific matter then recommendations are implemented only after ratification by Full Council. The Committee must at all times consider its duty to best value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

Delegation to Parish Manager of day-to-day matters, approval of hire requests, booking management and routine maintenance as appropriate, who will liaise with the Caretaker(s) accordingly. Parish Manager to recruit for existing staff positions if/when appointments are needed, in conjunction with support from the Committee. Expenditure authorised up to but not exceeding £500 on routine matters, which is in addition to authority for emergency repairs also up to but not exceeding £5000.

Meeting venue and frequency

First Thursday of each month, except August. Time according to need of members/schedule at Park Hall.

Officers requested to attend: **Parish Manager**

Reviewed by Councillors annually at first meeting following May

Signed by:

Print Name.....Signature..... Date.....
Chairman of Committee

Print Name.....Signature..... Date.....
Member

Print Name.....Signature..... Date.....
Member

SIGNED COPY IS KEPT BY THE PARISH MANAGER AND AVAILABLE ON REQUEST OR TO VIEW AT COUNCIL AND COMMITTEE MEETINGS. Any alterations to the functions, responsibilities or powers of this Committee to be resolved by Full Council and a copy of the Minutes to be attached to this form.

PARISH MANAGER'S REPORT – 18 August 2022**1) Bowling Green**

Members were previously informed of the situation in August when contradictory communications were given to JR Landscaping – one emailed from the Parish Manager confirming that the Committee intended to honour the planned matches in the bowls season and not to start renovation work early. The following day new arrangements were made between JR Landscaping and a councillor for the Club to stop playing early and allow renovations to start in September.

Further confusion has arisen since this week when the office were asked to tell JR there was a Bowls Final match being played at the weekend over 2 days (20/21 August) and asking for the Green to be cut on Thursday as it hadn't previously been cut as expected. I explained that in exceptionally hot weather, it is normal to change the cutting schedule as length was crucial to avoid burning. I was able to offer reassurance that invoices each month were not always for the same number of cuts (having the previous day coded the invoices for entering on the system). Unfortunately, our request to Jonelle seemed to confuse things as she interpreted it as a final match of the season rather than a Finals Match and was then ready to order the materials to start the renovations early.

Recommendation: initially I was suggesting the council consider future communications regarding the Bowls Green to take place jointly between officers, the Club and JR. Matters that have a financial implication need to be agreed by Committee (or officers, under delegated powers) and JR need to have clear operational instructions to work effectively and efficiently.

However, the Club has expressed a preference for pre-season, mid-season and post season meetings take place with the council and JR. I am pleased to fully support this suggestion because it returns to what happened previously and will better promote clearer understanding. The match calendar will be shared with JR for each season and this, along with the meetings, should make a more efficient working environment.

2) PROJECTS

Due to the current workload and ongoing projects that are envisioned, planned or partly completed, it would help staff for us to have one clear identified project to be working upon, with a second project identified to be 'in the wings'. Other projects can then be prioritised and provisionally scheduled in due course. The current attempts for us to juggle several ideas, with new initiatives being brought up and slotted in make it very difficult for us. Details are needed to add to the visions outlined (at the right time) so that it enables us to plan more realistically, approach suppliers, cost up (with just one quotation to set (or identify) a budget/use of reserves), then later discuss timescales that may be deliverable. Working with more focus is crucial for staff who need cleared specifications.

3) MATTERS PENDING

The number of repairs and maintenance issues are increasing due to delays in decision making when ideas need thinking through more. It will help staff to have improvements, once agreed, listed under Projects and dealt with one at a time.

Members questions are invited and instructions requested.



Cathy Tibbles, Parish Manager