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28 September 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, 6 October 2022** at **Park Hall, Whitwick Park, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

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.*

2970. APOLOGIES FOR ABSENCE

2971. 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).

2972. MINUTES.

To approve the minutes of the previous meeting held on 1 September (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.

2973. PUBLIC QUESTION AND ANSWER SESSION

2974. PARISH WARDEN REPORT

Members instructions are requested.

2975. TREE MAINTENANCE

- a) WPC.013 - Trees – Tree surgeon consulted and quotation received for work to be carried out. Deputy Parish Manager has requested work to be carried out by approved contractor;
- b) 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)

Members' instructions are requested.

2976. 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 – No Link Councillor at present – update to be provided from Deputy Parish Manager regarding resident query relating to overgrown hedging;

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 and awaiting staff input when drafted;
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 quote from at least one other company; steel memorial bench had now been installed;
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.

2977. 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; Parish Manager has asked police for advice again on type of system they recommend; ASB incident in park on 24 September and Ranger promptly attended and stopped the criminal damage being caused;
- b) Update on Whitwick Park Toilets - Deputy Parish Manager to obtain quotes for strengthening toilet doors and to see what further measures could be taken to provide increased security; water leak investigated by contractor;
- c) Hedging around park - Deputy Parish Manager to contact Cllr. Wyatt to seek information relating to obtaining grant funding for the future purchase of hawthorn, native species and hedging;
- d) Request for 2 x litter bin - Update to be provided;
- e) Bowling Club sign request for entrance to park;
- f) Progress update by the Deputy Parish Manager on land matters and items previously agreed for action;

PARSONWOOD HILL (part)

- g) School Licence and Conditions - Update to be provided by Deputy Parish Manager;

2978. LAND MATTERS – EXCEPT KGV LAND

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

ALLOTMENTS

- a) Thornborough Road Allotment Society - Update to be provided;

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 - Update on play area;
- 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) Car Hill Rock - Update to be provided Deputy Parish Manager; (work now completed to dry stone wall)
- f) Footpath at Holly Hayes/Rosslyn Road - Deputy Parish Manager to obtain quotes for quarry waste
- g) Holly Hayes Road - Resident request for basketball hoop to be installed at play area - discuss;
- h) Grit bin for The Elms had not been progressed due to workload;
- i) Planting of 40 sapling Oak trees (donated by resident) - Deputy Parish Manager to instruct maintenance company to plant saplings, update to

- be provided;
- j) Holly Hayes Play Area – Update to be provided;
 - k) Land at City of Dan (in front of the Wheel) – Update required from Parish Manager when action is taken;
 - l) Resident concerns about the environmental management of land owned;
 - m) Progress update by the Deputy Parish Manager on land matters previously agreed for action;

2979. 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;

COMMUNITY OFFICE:

- b) Damp problem in office to be investigated for repair – update to be provided;
- c) Community Police Team – increased use of office by PC's and PCSO's;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- d) Old Railway Station – Update to be provided by Deputy Parish Manager;
- e) review of building repairs and maintenance issues – Update to be provided;

Members' instructions are requested.

2980. 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 3 November 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 1 September 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:

Jack Rose, Jonelle Rose – JR Landscaping [Items 2931 – 2937 Only]

Mrs Tracey McLean, Deputy Parish Manager

No members of the public

2931. ELECTION OF CHAIRMAN

Resolved: That Cllr A Barker be elected as Chairman of the Committee for the Civic Year 2022/2023.

2932. APOLOGIES FOR ABSENCE

Apologies accepted from Cllrs Straw and Woodward.

2933. DECLARATIONS OF INTEREST

Mr T Gee declared a registerable interest in matters connected to Woodstock in Whitwick and Whitwick Historical Group as a member.

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

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

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

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Mrs A Barker declared a disclosable registerable interest as a member of Whitwick Historical Group.

2934. ELECTION OF VICE-CHAIRMAN

Resolved: That Cllr P Moulton be elected as Vice-Chairman of the Committee for the Civic Year 2022/2023.

2935. MINUTES

Resolved: That the minutes for 5 May 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.

2936. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2937. GUEST SPEAKERS: JR LANDSCAPING

Resolved: To ensure that JR have a copy of latest fixtures and matches for Bowls Club; Timescale schedule to be agreed for when things need to be done and jobs completed; playground inspection schedules to be sent through regularly to the office; agreed an informal meeting to take place each quarter with JR, a member and an officer; Cllr Moulton volunteered to meet informally with JR to discuss the bowls green maintenance schedule;

Meeting suspended from 7.55 pm – 8.05 pm

2938. TERMS OF REFERENCE

Members approved and signed the revised composition as updated at the last council meeting, see attached.

2939. TREE MAINTENANCE

Members noted / **resolved:**

- a) **WPC.013 - Members agreed that encroaching branches from conifer trees should be cut back and dead tree removed;**
- b) Tree contractor had carried out work to reduce the crown of mature oak tree in Whitwick Park;
- c) Tree Contractor had carried out work to fallen tree at City of Dan;
- d) Resident query regarding overhanging branches from dead tree in car park. The tree is protected by a TPO, parish council to submit a planning

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application to NWLDC for permission to fell it, timescale – 2-3 months from submission of application (not yet drafted);

- e) Work to overhanging branches to property on Briers Way had now been carried out and thanks received and given for patience over several months;

2940. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

Members noted / **resolved**:

- a) Allotments Link Councillor – Thornborough Road – Cllr Moulton confirmed Choices for Life had obtained three grants for various projects, TRAS are working alongside the group with a new shed; Parish Manager had received a formal complaint which she was currently dealing with;
- b) Allotments Link Councillor – Walkers Flats – Cllr L Gillard had tendered her resignation as Link Councillor, no report available.

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;
2. Cllr Moulton obtaining quotes and design for memorial plaque, working party to meet to discuss and agree wording and design in further detail;
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 quote from at least one other company; 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.
6. Hirer had made a suggestion for a defibrillator to be sited at Church Lane, members agreed not to pursue this idea at present

2941. 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;

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- b) Memorial Bench – Bench had now been installed and unveiled;
- c) Update on Whitwick Park Toilets – Parish Manager advised that due to lapse of time, the information of the crime was not sufficient to allow the insurance claim to be pursued regarding the vandalism to the toilets, council was now with a new insurer. As nothing was registered prior to the end of the previous policy, liability was not declared and unlikely to be accepted at this late date. Deputy Parish Manager to obtain quotes for strengthening toilet doors and to see what further measures could be taken to provide increased security;
- d) Hedging around perimeter of park – Deputy Parish Member to contact Cllr. Wyatt to seek information relating to obtaining grant funding for the future purchase of hawthorn, native species and hedging;
- e) Request for 1 x litter bin near to skate park – Deputy Parish Manager to instruct JR to securely fix and install litter bin; members requested that an additional bin be sited at children’s play park (near to swings);
- f) Vandalism in the park on Saturday 23 July – Incident reported to the office by a resident, Deputy Manager had requested JR to report the incident to the police and obtain a crime number;
- g) Progress update by the Deputy Parish Manager on land matters and items previously agreed for action;
 - Bowling Green – Deputy Parish Manager to ensure that JR have an up-to-date match calendar for each season when provided by the Bowls Club;
 - Bowls Club sign for park gate – Members agreed that a sign should be installed
 - Outside storage area at Park Hall - Members **resolved** that the outdoor area was not designed as a patio area and therefore the request for a ramp was declined. Park Hall furniture is provided for indoor use.

PARSONWOOD HILL (part)

- h) Recreation Ground – Dog fouling signage had been displayed on the two gates leading to the Recreation Ground to discourage dog fouling;
- i) Licence and Conditions – Deputy Parish Manager to send letter to licensee regarding use of the recreation ground

2942. LAND MATTERS – EXCEPT KGV LAND

Members to noted/**resolved**:

ALLOTMENTS

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

RECREATION/OPEN SPACES;

- b) Playground Improvements – Deputy Parish Manager had been in touch with contractor appointed to carry out the work. A suitable date had not yet been arranged due to contractor holidays and recent heatwave,

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- Deputy Parish Manager to confirm start date for work as soon as possible;
- c) Green Lane – Playground surface edges to be repaired as already instructed by Deputy Parish Manager. Members questioned replacement of a tyre feature and Deputy Parish Manager to investigate accordingly; Grit Bin – A resident asked if the bin (which was next to his fence) could be moved as individuals had been climbing onto the bin and broken their fence. Parish Manager and Deputy Parish Manager made arrangements for the bin to be moved further along the path away from their boundary.
 - 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 – Benches and trees had all been installed/planted, favourable comments from residents had been received.;
 - f) Car Hill Rock – Contractor had been contacted and work on the wall had commenced;
 - g) Footpath at Holly Hayes/Rosslyn Road – Deputy Parish Manager to obtain quotes for quarry waste (providing budget could be identified) to be laid on footpath from gate downwards;
 - h) Grit bin for the Elms had not been progressed (due to workload;
 - i) Planting of 40 Oak tree saplings (donated by resident) – Members suggested several trees to be planted on Green Lane open space, where dead trees had been removed and Carhill Rock. Suggestion by Parish Manager to seek planting advice from Tindle Tree Care or JR Maintenance, a number of saplings to be donated elsewhere;
 - j) Meadow Barn Hanging Baskets – Baskets had been purchased from Meadow Barn and distributed to several businesses within the parish, many did not survive as businesses failed to undertake watering;
 - k) Holly Hayes Play Area – request had been received to install a larger bin at the site. Members requested that days/times to be obtained from JR as to when bin is being emptied, before a larger bin or an additional bin is considered;
 - l) WPC.018 – Legal Position – Parish Manager currently awaiting an update from solicitor, item to be deferred until next meeting
 - m) Land at City of Dan – update to be provided by the Parish Manager when minutes had been written;
 - n) Safety checks had been carried out by maintenance company on all parish land with trees for unauthorised structures, none had been found;
 - o) Damaged fencing to be replaced at junction of Howe Road/Valley Way;
 - p) Flagpole was now fully working.

2943. BUILDINGS MANAGEMENT

Members noted/**resolved**:

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PARK HALL:

- a) Hire regulations currently being reviewed and amended, with revised draft documents to be circulated when available;
- b) Caretaker had now painted the edge of the slabbed area outside Park Hall;
- c) Community Noticeboards – Noticeboard at the Co-op had been moved to the end of the path and was proving easier to access and read;

COMMUNITY OFFICE:

- d) Broken ceiling tile had now been repaired;
- e) Damp problem in the office, members suggested caretaker to investigate for repair;
- f) Heating/air conditioning to be explored – air conditioning may be considered when setting the precept for next year, budget to be consulted and heating to be addressed under general maintenance;
- g) Community Police Team –Members said they would appreciate improved liaison, a regular report or police officer attendance at a future meeting;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- h) Old Railway Station – Letter had been received from WHG requesting maintenance work be carried out on the building. Members **resolved:** WHG could paint the walls of the building (to cover graffiti); Parish Council to pay for metal door to be repaired with a plate, quotations to be obtained, further door replacement to be reviewed once listing status of the building had been investigated and established;
- i) Review of building repairs and maintenance issues – No further issues to report;

2944. 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 9.50 pm

Date of the next PMGP meeting: **Thursday 6 October 2022**

- [Guest Speakers left the meeting at 7.55 pm]
- [Cllr. Colledge left the meeting at 9.30 pm]
- [Cllr. Colledge returned to the meeting at 9.32 pm]