



**Website:** [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

**Restrictions apply on capacity in the building for public seating.**  
21 December 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 January 2023** 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.*

### **3085. APOLOGIES FOR ABSENCE**

### **3086. 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).

### **3087. MINUTES.**

To approve the minutes of the previous meeting held on 7 October 2021 and 3 November 2022 (see attached). To defer approval of the minutes of the previous meetings held on 4 November and 2 December 2021 as they have not yet been written.

**Members' instructions are requested.**

## **3088. PUBLIC QUESTION AND ANSWER SESSION**

### **3089. TREE MAINTENANCE**

- a) Tree Contractor has confirmed that all recommended work specified in the survey has been completed with the only exception being the felling of the dead tree protected by the Tree Preservation Order (as detailed below);
- b) Dead tree in car park. – this tree is protected by a TPO. Advice was sought from Planning Department and application has been started but not yet completed. Timescale – 2-3 months from submission of application;
- c) WPC.013 – Update on removal of trees to be provided by Deputy Parish Manager;

**Members' instructions are requested.**

### **3090. HIRE CHARGES/INCOME**

Members to review Hire Charges/Income for 2023 - 2024 (see attached);

**Members' instructions are requested.**

### **3091. 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. Memorial Garden in Whitwick Park – Plans to be made for order of work and target timescales/responsible persons set for this project - information to be itemised on next available agenda as the necessary quotes/ permissions/designs are still awaited and not yet circulated to members;
2. Eco-Bollards – As agreed by committee, site meeting was held with contractor and Cllr Wyatt attended. Order confirmed for purchase of this equipment to provide a scheme within Whitwick. Installation delayed slightly due to SIM card not yet arriving.
3. Members to note temporary A3 car parking signs were installed on 4<sup>th</sup> November 2022. Costs for permanent signs to be sought when clarification on wording has been received.

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

### **3092. 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) Progress update by the Deputy Parish Manager on land matters and items previously agreed for action;
- CCTV in car park
  - Planting scheme with assistance from Scouts
  - Street lighting repair in car park by original installer – date awaited
  - Complaints/concerns relating to new car parking signs
  - 'Happy to Chat' bench signs
  - Toilet door renovations

### PARSONWOOD HILL (part)

- b) Sports markings on recreation ground – update to be provided;

## **3093. LAND MATTERS – EXCEPT KGV LAND**

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

### ALLOTMENTS

- a) Thornborough Road Allotment Society (TRAS) – Update to be provided regarding complaints;
- b) Complaint received from resident that large shed had been erected on TRAS site. Joint site meeting arranged between TRAS, Deputy Parish Manager, NWLDC Planning Officer and plot holder to take place on 6 January 2023.
- c) Walkers Flats Allotments - Update to be provided from Deputy Parish Manager regarding allotment query from potential plot holder;

### RECREATION/OPEN SPACES

- d) Annual Playground inspection reports have been received (previously circulated) and instructions to contractor are required (see attached for details of inspector's recommendations);
- e) Holly Hayes Road – Resident informed request for basketball hoop and backboard had been agreed, Deputy Parish Manager continuing to obtain quotes in due course;
- f) Playground Installation at Green Lane Park and Holly Hayes Play Area 90% complete;
- g) WPC.023 – Grit Bin – consultation had taken place and bin to be installed w/c 19 December.
- h) Progress update by the Deputy Parish Manager on land matters previously agreed for action;

**Members' instructions are requested.**

## **3094. BUILDINGS' MANAGEMENT**

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

### PARK HALL:

- a) Confirmation received for Park Hall to be used as a Polling Station, planning application submitted to amend premises licence;

COMMUNITY OFFICE:

- b) Damp problem in office, initial visit has taken place but further investigation still required;
- c) Plumber called to explore drains;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- d) Old Railway Station
  - Guttering to be cleared at Old Railway Station
  - Committee to review signed lease, regarding work to be carried out (previously circulated);
- e) review of building repairs and maintenance issues – Update to be provided;
  - Utility Aid information update on energy bill relief scheme
  - Smart meters at Park Hall and Pavilion – discuss
  - Bowls rack – Query referred to Parish Manager as there has possibly already been a decision made previously about this item.

**Members' instructions are requested.**

**3095. 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 2 February 2023***

**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 7 October 2021 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.**

Present: Councillor P Moulton (Vice-Chairman)

Cllrs J Straw and R Woodward

Ms S Colledge

In Attendance:

Mrs. C Tibbles PSLCC, Parish Manager/Responsible Finance Officer (RFO)

2 members of the public [except for Item 2634]

[NB. Items are renumbered to correct the duplication of previous item 2624]

**2625. APOLOGIES FOR ABSENCE**

Cllr A Barker Mrs. A Barker, Mr T Gee.

**2626. DECLARATIONS OF INTEREST**

Cllr R Woodward declared a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Cllr J Straw declared a disclosable non-pecuniary interest in all planning matters as a member of Whitwick Action Group and 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, a non-pecuniary interest as a representative member of Leisure Centre Steering Group and a Link Councillor to Meadow Barn view hirer.

Ms S Colledge declared a non-pecuniary interest in Whitwick Historical Group; a non-pecuniary interest as a member of Whitwick Action Group; a non-pecuniary interest as a member of Woodstock in Whitwick; a non-pecuniary interest in any matter concerning the old Hermitage Leisure Centre site as a neighbour.

**2627. MINUTES**

The minutes for 1 July, 14 July and 2 September 2021 had not been circulated and were deferred.

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

## **2628. TERMS OF REFERENCE**

**Resolved that the terms of reference be updated to include the following delegated authority from the council, as resolved on 16 September 2021:**

“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)”. **The amended document to be accepted and signed.**

## **2629. PUBLIC QUESTIONS AND ANSWER SESSION**

The Vice-Chairman gave background information on discussions that took place at a recent site meeting held with residents, when a request was made for a dry stone wall to be built to replace the unused entrance gates, rather than the gabion design that the parish council had planned. The parish council had now received previously unseen information about historical problems with fires and barbecues when the land was owned by North West Leicestershire District Council. However, now the land was in the ownership of the parish council there would be byelaws in place to give protection and enforcement powers to the parish. The council stressed the importance for residents to always report antisocial behaviour to the police (by calling 101) at the time it was happening. Information was acted upon by the police who had responded previously to ASB problems at the nearby allotments and vineyard. A member of the public said residents felt that gabions would lower the tone of the site and there was strong support for a dry stone wall instead and they had sourced a quote for this. This had not been delivered to the Community Office so unfortunately it was not available at this meeting. Residents may wish to investigate opportunities for grant funding to support the alternative design they were suggesting.

## **2630. CAR HILL ROCK**

**Resolved to temporarily suspend the work on gabion designs utilising donated rocks from Whitwick Quarry (as the parish council had the power to accept gifts), whilst quotes were sought for dry stone walling and potential monies identified via funding or donation.**

## **2631. QUOTATIONS FOR TREE SURVEY ON PARISH OPEN SPACES**

Following contact to 13 arboriculturists in the region, members noted that 6 companies had declined, 4 had not replied and 3 quotes had been received:

Company A £3750.00; Company B £5485.00; Company C £1552.00.

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

**Resolved to accept quotation from Leicestershire County Council for £3,750.00 as it provided the best level of detail that the council required, was under the expected budget and had better mapping information and detailed information provided in the quote and example survey reports.** Thanks were given to staff for the extensive work undertaken in getting quotations.

## **2632. PARISH PROJECTS - WORKING PARTY/LINK COUNCILLOR REPORTS**

**Resolved: That the following actions be taken/noted:**

- a) Playground Working Party – the new green bin had been ordered by JR Landscaping for installation at Hilary Crescent in the agreed location (at the signpost adjacent to the swings) upon delivery; public had provided more positive feedback with very good usage of inclusive and other equipment;
- b) quotes still awaited for updating of more play equipment at two sites;
- c) Bowls Link Councillor – Cllr Moulton requested the winter work schedule for the Green and reported on a social event planned by the Club; [Parish Manager’s note: the work schedule for all parish land is specified in the council contract (previously issued)];
- d) Allotments Link Councillor – Thornborough Road: Cllr Moulton requested all recent emails be re-sent to the Treasurer due to non-receipt; the next meeting for tenants was taking place on Sunday morning;
- e) Allotments Link Councillor – Walkers Flats no report received;

### **PROJECTS**

1. The steps aside of Park Hall leading up to the grass area – members complained about delays and felt if work was not complete by 30 November the council should consider cancelling the order;
2. New Signage for the Pavilion/Green/Parking/Tennis Courts –action still required by Parish Manager;
3. Repairs to the Old Station Building –now completed;
4. Installation of the Thomas Moulton Miners Memorial Seat in front of the Wheel was complete – Parish Manager was still awaiting wording for memorial plaque from Cllr Moulton;
5. Park Hall Heating installation – works had been completed with minor matters to be followed up (e.g. handover of instructions etc); warranty had been registered until 9/9/2026 and insurance cover also received for the warranty in the event of the company ceasing trading before expiry date; the heating had failed last week and a replacement part fitted, so working again;
6. Grit Bins –arrangements for filling and washing of the parish bins were to be made with JR Landscaping; volunteers would be issued with new keys as the locks had been replaced;
7. Memorial Garden in Whitwick Park –members were asked to confirm the outline design for groundworks; quotations were still awaited for creation of new footpaths; site meeting to be arranged; members noted the donation of a memorial rock by Whitwick Quarry as one of

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

the focal points for this garden (subject to transport being arranged);  
miners memorial bench overdue for delivery;

8. Car Hill Rock – plans to install gabions temporarily suspended (see Item 2630);

9. Seasonal Lighting – members were asked to clarify the number and locations of lights to businesses that supported the scheme during covid; connection to electrical supply was being arranged for flagpole Christmas lights and parish owned lights to be put on Whitwick Wheel.

### **2633. EXCLUSION OF PRESS AND PUBLIC**

**Resolved: That having regard to the confidential nature of the business to be transacted and the need to consider advice, publicity in respect of which would be prejudicial to the public interest, the press and public be now excluded from the meeting in pursuance of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended.**

### **2634. LAND MATTERS – LEGAL INSTRUCTION**

Members noted the comprehensive summary from the solicitor on the land ownership at WPC.018 and the land registry information showing new details on ownership of certain areas. **Resolved that the draft letters prepared by the solicitor should be sent to the multiple adjacent landowners at this location to establish/clarify the boundary information.** Members noted the Parish Manager would instruct the solicitor to enact the change of address details for all landholdings.

### **2635. 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) Following vandalism to the inclusive roundabout, the advice sought from the manufacturer by JR Landscaping on solving the finger entrapment was still awaited, however the roundabout still functioned safely with the damaged arm still removed;
- b) consideration of CCTV protection and/or installation of system; *no action taken on this item by the Parish Manager*
- c) three new benches had been ordered for installation – one memorial bench donated for the Bowling Green area and two benches to go in the park; the delivery date was not yet confirmed and map attached for their location to be agreed;
- d) concern had been expressed by a resident about intrusion through fencing of hedgerow growth from the park – photos were shown but no overgrowth or weeds found so further clarification awaited;
- e) progress update given by Parish Manager on land matters previously agreed for action;

#### PARSONWOOD HILL (part)

- f) no new matters for consideration.



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

## **2636. LAND MATTERS – EXCEPT KGV LAND**

It was noted the action list is awaiting updating. **Resolved: That the following actions be taken/noted:**

### **ALLOTMENTS**

- a) following consideration of the 2016 management agreement for Thornborough Road Allotment Society, **resolved that due to covid impinging normal operations, the Parish Manager would inform the Society that the current agreement would be extended for 12 months; further resolved that the Committee Chairman, Link Councillor and the Parish Manager would meet with 2/3 representatives of the Society on a date soon to be agreed to jointly review the document and discuss any suggested changes;**
- b) to note the communication from a relative of a plot-holder and delegate an initial response to the Chairman;

### **RECREATION/OPEN SPACES;**

- c) installation of a new green bin by JR Landscaping had been requested at Perran Avenue (Hall Lane) but a delivery date awaited; the Chairman provided new information and members **resolved to defer until more details were known;**
- d) discussion deferred on the intended purpose/location of the black bins held in stock by JR Landscaping;
- e) noted that a tree at WPC.012 was potentially suffering from Oak Rust (leaves were inspected at the meeting) and the imminent tree survey could confirm if any action was required, although a harsh winter could reduce the infection; the Parish Manager would pass this update on to the neighbour;
- f) noted the approved quotation for construction of a new pathway from Green Lane to Hermitage play equipment had not yet been accepted by the Parish Manager due to access problems with the on-line acceptance system and members instructed that the completion date should be requested of 31 December;
- g) that £120 of bulbs would be purchased (crocus, narcissi), supplemented by existing daffodil bulbs in the garage, to enable Meadow Barn View (to be reimbursed if they made the purchase) to plant these in partnership with members on parish land (details to be confirmed and liaised by Cllr Moulton/Ms Colledge);
- h) Cllr Moulton and the Parish Manager had satisfactorily tested the new equipment recently purchased (new tree lights and gazebo);
- i) the Parish Manager was delegated that when the County Council report was received on the potential identification of a collapsed storm drain to then arrange a site meeting with resident to consider flooding problem at WPC.011 with Committee Chairman/Vice-Chairman invited (subject to availability);
- j) the Parish Manager had obtained a draft sample of terms of reference for a Tree Warden which members would review when prepared;

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

### **2637. BUILDINGS MANAGEMENT**

It was noted the action list is awaiting updating. **Resolved: That the following actions be taken/noted:**

#### PARK HALL:

- a) a hirer had been informed by the Administrative Assistant that extra tables were not available for use at Park Hall and this was noted by members with thanks;
- b) no building or maintenance issues raised;
- c) no external problems noted or raised;
- d) following consideration, resolved to accept the IT recommendations for internet provision at Park Hall and prepare for what future needs the council (and hirers) would require to improve marketability and potentially host hybrid events at a cost of £40 per month subscription but with free broadband installation; initial purchase of router and access equipment funded by contingency (cost to be confirmed after evaluation);**

#### COMMUNITY OFFICE:

- e) noted that an additional locking cupboard had been bought for essential storage, with a filing cabinet potentially being relocated in the office at Park Hall if space was needed to accommodate any future staffing; thanks were given to Cllr Moulton for his help in moving furniture;
- f) no new maintenance or building issues reported;

#### PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- g) Old Railway Station - the installer had requested arrangements for him to service the boiler and a copy of the certificate would be given when completed; arrangements were requested for help with servicing of fire extinguishers which the Office would co-ordinate for the tenant;
- h) the electrical works to the toilets were now complete;
- i) no further building repairs and maintenance issues raised;

### **2638. BUDGET RECOMMENDATIONS**

In accordance with Standing Order 4.5.2, members noted the RFO had utilised and relied upon the earmarked reserves for many land and building issues that needed addressing. These had proved essential to enable the council to continue to function, both for expected works like electrical rectifications and any unforeseen issues like vandalism repairs/prevention measures. Topics like the review of car parking capacity and replacement of white-lining/disabled parking would need specific provision. Members suggested defibrillators would be an investment with 2 locations available to host installations.

### **2639. OTHER MATTERS FOR FUTURE AGENDA**

Ideas for future consideration would include future work with special requirements, a community event potentially with Meadow Barn View and

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

Woodstock in Whitwick to take culminate at Hilary Crescent open space, encouraging residents to use the playground and Holly Hayes Wood for outdoor enjoyment.

Full signature of Chairman: ..... Date: .....

The meeting terminated at 9.43 pm.

Date of the next meeting: Thursday 4 November 2021 at 7 pm

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 3 November 2022 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.**

Present: Councillor A Barker (Chairman)

Cllrs S Colledge, P Moulton and R Woodward

Mrs A Barker

In Attendance:

Mrs Cathy Tibbles, Parish Manager

1 member of the public [Items 3006 -part 3013 only]

**3006. APOLOGIES FOR ABSENCE**

Apologies noted from Cllr Straw. Mr T Gee was absent.

**3007. DECLARATIONS OF INTEREST**

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 and a potential pecuniary interest in toilets or steelwork repairs.

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

Cllr P Moulton declared 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.

Cllr R Woodward declared a registrable interest as a Director of Holly Hayes Woods and as a member of Whitwick Historical Group.

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

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

### **3008. MINUTES**

**Resolved: That the minutes for 6 October 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.

### **3009. PUBLIC QUESTIONS AND ANSWER SESSION**

None.

### **3010. PARISH WARDEN REPORT**

Members noted the good liaison that was in practice and **resolved that future reports could be done quarterly, in writing, with the Deputy Parish Manager reporting any brought forward items from the previous report to save time in meetings. Further resolved that if the Warden wished to attend to bring a matter to the Committee that would be acceptable.**

### **3011. TREE MAINTENANCE**

Members noted / **resolved:**

- a) a date for tree work at WPC.013 had been provisionally agreed and resident informed about removal of trees;
- b) felling of the dead tree in car park at Park Hall was protected by a TPO and the parish council planning application to NWLDC for permission had been commenced but not yet submitted;

The Chairman asked if all recommended tree work in the last surveys had been completed and the Parish Manager believed it had (with the exception of the TPO tree felling above) but would check to make sure.

### **3012. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS**

Members noted / **resolved:**

- a) Allotments Link Councillor – Thornborough Road – Cllr Moulton confirmed there was no further update since the last full council meeting;
- b) Walkers Flats Allotments – No link councillor at present although Cllr Moulton was willing to volunteer for this role. Parish Manager to put this on the next council agenda for members to consider.

### **PROJECTS**

1. Memorial Garden in Whitwick Park – letter had been finalised for Cllr Moulton to seek written consent from factory owner for the wall to be painted and verbal discussion with the manager who would telephone if he had a problem; Design brief would be updated to include the request of members, with Cllr Colledge helping with a further quotation from another mural artist - the Parish Manager would ensure she had budget information for members once the quotes were received

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

(requested by 22 November) and itemised on the agenda; once written permission obtained from owner the council's approved contractor would be contacted to point up wall and remove shrubs; suggestion of resident donating a bench for the garden may not go ahead as an alternative location seemed now to have been offered; Cllr Colledge handed the Parish Manager the specification for a revised design of a cast iron arch (on brick pillars) to be installed at entrance to memorial garden stating 'Whitwick Memorial Garden';

2. Seasonal Lighting –rechargeable batteries for the solar lights were being purchased by a councillor on behalf of the council (for reimbursement).
3. Eco-bollards –**resolved to purchase a solar powered mini eco post from Intecso at a cost of £4250.00, initially being sited at the Community Office in Market Place. A site meeting to be arranged and assessment made of the installation timescale/ costs if different to those indicated. Members to verify the number of brackets (some possibly bespoke) and future locations in the parish which would be chargeable.** The cost of a SIM card was noted for when the post moved to mobile locations (approximately £80 but to be confirmed when needed) and future maintenance costs from Years 3-5 onwards had been confirmed as (£320 per annum) and Telemetry data Year 3 onwards (£85 per annum). However, this was a unique product newly available in this country and the requirement to obtain 3 quotes was unable to be fulfilled (thwarted by no suppliers existing). However the Council had delegated this project to the Committee and under the Committee Terms of Reference work could be progressed in the absence of 3 quotes with delegated authority for the Committee to temporarily suspend Financial Reg 11.1.f. that required 3 quotes for works over £3,000 and less than £25,000, 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) who were in attendance at this meeting.
4. Update on projects – the extra car park signage wording was reviewed and **resolved that A3 temporary car park signs be put in 4 places in Whitwick Park (or more) the following day and that a quote for permanent signage be sourced when professional advice was given on the specific wording now being agreed;** suggested contractor details were passed to Cllr Moulton who was seeking further quotes on signage for the memorial plaque so the working party could meet and discuss recommended wording and design in further detail; Park Hall heating operation instructions for the staff were still awaiting finalisation.

Cllr Colledge and members introduced a new project for consideration but the Parish Manager explained that this was outside the agenda. As Highways improvements was not a function delegated to this Committee,

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

the Parish Manager was asked to take notes on the ideas discussed to go to the next council meeting.

### **3013. 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) Contact information from NWLDC was still awaited by Cllr Colledge on the suggested CCTV Surveillance system; another contractor had been approached for a quote to strengthen doors on Whitwick Park Toilets; Cllr Colledge had approached Whitwick Scout Group to be involved in the community planting of free trees from Woodland Trust in March 2023;

#### PARSONWOOD HILL (part)

- b) Recreation Ground – members noted the reply from the school and **resolved to write and confirm that no permission had been granted for permanent marking; the Committee wished to clarify that paint should be used in future and that the council contractor (JR Landscaping) should be contacted by the school to have details of their cutting schedule for Parsonwood Hill.**

### **3014. LAND MATTERS – EXCEPT KGV LAND**

Members to noted/**resolved**:

#### **ALLOTMENTS**

- a) Thornborough Road Allotment Society – the Parish Manager made a brief comment on her preliminary findings from her investigation into a complaint by a tenant but reminded members that due process had to be fairly followed and she had sought advice on that procedure from LRALC;
- b) an update was shared on an allotment query from a potential plot holder but a recent allocation had been confirmed as given to the first enquiry received whilst there had been an empty waiting list;

#### **RECREATION/OPEN SPACES;**

- c) Playground Improvements – Deputy Parish Manager had been in touch with contractor and the Hilary Crescent/Green Lane improvements were to be provisionally commenced on 12 December; an explanation had also been given for the delay being due to equipment installation team not having joint availability as the surfacing team; members reiterated their request that Play & Leisure be asked to quote to replace the tyre features at Green Lane;
- d) Holly Hayes Road – resident had been informed that the Committee had agreed the suggestion of a basketball hoop/backboard and quotes would be sought in due course;
- e) Progress update as prepared by the Deputy Parish Manager on land matters previously agreed for action;

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

- the resident who had issues with environmental management of parish land had been contacted and invited to attend this meeting;
- a contractor had been approached to provide a quotation for laying the quarry spoil (not yet confirmed) on the first half of the pathway between properties from Rosslyn Road;
- the VAS equipment had been moved to Hall Lane and the schedule now in place for future moves and reports to full council;
- grit bin at Elms was still to be done; oak tree saplings were to be put in by JR Landscaping but not at Hilary Crescent;
- members asked about plans for trees previously suggested for planting at Hilary Crescent but the Parish Manager was not aware of the details;

**3015. BUILDINGS MANAGEMENT**

Members noted/**resolved**:

PARK HALL:

- a) Hire regulations – **resolved that the reviewed and slightly amended documents be adopted, with any further amendment on the one remaining query to be delegated to officers and emailed to members if a change was needed for polling use;**
- b) Request for extended hire time had been withdrawn by the hirer;

COMMUNITY OFFICE:

- c) Damp problem in the office – investigations showed that the door was fitting soundly within the frame but the water ingress may be under the bottom threshold as the concrete dipped slightly – sealant would be applied when dry weather arrived;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- d) Old Railway Station – members noted that when requesting a copy of the signed final lease, the parish council had received an email from the tenant advising contact be made with Land Registry; NB members had been advised that without this accurate information they could not reflect on maintenance responsibilities and requests; a member undertook to make a new approach;
- e) Review of building repairs and maintenance issues – No further issues;

**3016. 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 8.38 pm

Date of the next PMGP meeting: **Thursday 1 December 2022**



## Review of Hire Charges & Income

Fees and charges from 1 April 2022 to be agreed – No increase from 2015/16 figures.

Description	2019/20 Fee (from 1 April)
Annual Garden Extension Licences (none currently)	£30.00
Annual Licence to use land (none forecast)	£200.00 (or review on application)
<b>Allotments:</b>	
Full plot	£29.00
Half plot (Discount for retired plot holders – 50%) (Note: There are 24 plots at Walkers Flats, some of which are divided into small plots. At Thornborough Road there are 16 large plots and 40 small plots.)	£17.00
<b>Bowling Green:</b>	
Bowls Club season, including over 60's	£1000.00
Individual season ticket (no income ever rec'd)	£44.10
Casual Users encouraged to join Bowls Club	
<b>Hire Charges – Park Hall and Pavilion</b>	
Hourly rate - Casual Hirers (normal minimum 2 hours)	£12.50
Hourly rate – Block Booking customers	£11.00
<b>Railway Station Lease</b> (annual charge to 2025)	£1.00
<b>Tennis Courts:</b>	
Singles Match	Free of charge
Doubles Match	

## WHITWICK ANNUAL PLAY INSPECTION TASKS 2022

SITE	TASK	JR	PARISH ACTION	UNABLE TO RECTIFY
GREEN LANE	Algae on tarmac	X		
GREEN LANE	Damage to tarmac surface		X	
GREEN LANE	Safety surface lifting		X (completed)	
GREEN LANE	Algae on safety surface	X		
GREEN LANE	Gaps between safety surface and edging		X (completed)	
GREEN LANE	Metal bench paint flaking		X	
GREEN LANE	Metal bench graffiti	X		
GREEN LANE	Metal bench fixings missing	X		
GREEN LANE	Bin paint flaking off		X	
GREEN LANE	Liner of bin not secured, ensure lid/door locked			X
GREEN LANE	Swing set paint damaged/worn		X	
GREEN LANE	Swing seats too close to frame			X
GREEN LANE	Swing seat minor damage	X (monitor)		
GREEN LANE	Swing set chain wear	X (monitor)		
GREEN LANE	Swing set wear to shackles	X (monitor)		
GREEN LANE	Swing set bushes worn, replace	X		
GREEN LANE	Swing set chain openings in excess of 8.6mm			X
GREEN LANE	Swing set surfacing under seat less than 875mm			X
GREEN LANE	Talk tube paintwork damaged		X	
GREEN LANE	Multiplay graffiti present	X		
GREEN LANE	Multiplay dents in slide surface		X	
GREEN LANE	Stand up seesaw footrests missing	X		
GREEN LANE	Stand up seesaw surface subsided		X	
GREEN LANE	Stand up seesaw tyre damaged replace			X if damaged again or replaced since inspection)
GREEN LANE	Cone climber height underside of ring less than 400mm			X
GREEN LANE	Cone climber ropes/nets worn in places, monitor		X	
GREEN LANE	Rocks/boulders have sharp edges		X	
GREEN LANE	Rocks/boulders moss/algae growth	X		

GREEN LANE	Rocks/boulders potential foot entrapment			X	
HILARY CRESCENT	Power lines adjacent to play area				X
HILARY CRESCENT	Damage to tarmac surface			X	
HILARY CRESCENT	Rotate bin 90 degrees	X			
HILARY CRESCENT	Goal posts algae	X			
HILARY CRESCENT	Goal posts paintwork damaged			X	
HILARY CRESCENT	Goal posts slightly loose in foundations	X			
HILARY CRESCENT	Goal posts area around eroded, reinstate	X			
HILARY CRESCENT	Rocks/boulders have sharp edges			X	
HILARY CRESCENT	Rocks/boulders moss/algae growth	X			
HILARY CRESCENT	Rocks/boulders area around eroded, reinstate	X			
HILARY CRESCENT	Swings surfacing dimensions short and do not meet requirements				X
HILARY CRESCENT	Swings evidence of fire damage to surfacing			X	
HILARY CRESCENT	Swing seat connectors loose	X			
HILARY CRESCENT	Swing seat minor damage to leg				X
HILARY CRESCENT	Spring ladybird footrests/handrests loose, secure	X			
HILARY CRESCENT	Activity trail connecting lugs showing signs of wear			X	
HILARY CRESCENT	Dish roundabout dents to bowl surface, monitor			X	
HOLLY HAYES	Weeds around edge of surfacing	X			
HOLLY HAYES	Algae on safety surface	X			
HOLLY HAYES	Tarmac subsided in areas			X	
HOLLY HAYES	Minor damage to tarmac surface			X	
HOLLY HAYES	Safety surface lifting			X	
HOLLY HAYES	Body of water in close proximity			X	X
HOLLY HAYES	Gaps between safety surface and edging			X	
HOLLY HAYES	Tarmac edges starting to break up and create trip hazards			X	
HOLLY HAYES	Fixings missing from fence			X	
HOLLY HAYES	Fence timber had a number of splits/shakes			X	
HOLLY HAYES	Fence timber some surface corrosion present			X	
HOLLY HAYES	Parts of timber rough and splintered			X	
HOLLY HAYES	Fence timber evidence of rot			X	

HOLLY HAYES	Junior swings surfacing under seats less than 875mm			X
HOLLY HAYES	Junior swings minor damage to surface		X	
HOLLY HAYES	Junior swings paintwork damaged		X	
HOLLY HAYES	Multiplay finger entrapments			X
HOLLY HAYES	Multiplay inserts missing	X		
HOLLY HAYES	Multiplay algae	X		
HOLLY HAYES	Multiplay dents in slide surface		X	
HOLLY HAYES	Multiplay head and neck entrapment			X
HOLLY HAYES	Multiplay opening in barriers exceeding 500mm			X
HOLLY HAYES	Multiplay grafitti present	X		
HOLLY HAYES	Multiplay climbing wall damaged, remove sharp edges or replace	X	X	
HOLLY HAYES	Multiplay fixings corroded replace all corroded fixings	X		
HOLLY HAYES	Multiplay paintwork damaged		X	
HOLLY HAYES	Multiplay post caps missing	X		
HOLLY HAYES	Rocks/boulders have sharp edges		X	
HOLLY HAYES	Spring horse vandalism damage		X	
HOLLY HAYES	Spring horse paintwork damaged		X	
HOLLY HAYES	Spring horse seat isn't level at rest, adjust	X		
HOLLY HAYES	Spring bike paint flaking		X	
HOLLY HAYES	Spring bike cover damaged	X		
HOLLY HAYES	Low rotator paint flaking off		X	
HOLLY HAYES	Low rotator bearing showing signs of wear, monitor	X		
HOLLY HAYES	Low rotator surfacing dimensions short			X
HOLLY HAYES	Infant swings paintwork damaged		X	
HOLLY HAYES	Infant swings wear to shakles	X (monitor)		
HOLLY HAYES	Infant swings anti wear bearings dry, lubricate	X		
ROBINSON ROAD	Trip hazards at edge of surface		X	
ROBINSON ROAD	Gaps between safety surface and edging		X	
ROBINSON ROAD	Damage to surface		X	
ROBINSON ROAD	Algae on safety surface	X		
ROBINSON ROAD	Sign paintwork damaged		X	

ROBINSON ROAD	Gate not opening correctly	X		
ROBINSON ROAD	Bench areas rotted, replace affected timbers	X		
ROBINSON ROAD	Bench parts of timber rough and splintered	X		
ROBINSON ROAD	Bin paint damaged		X	
ROBINSON ROAD	Low rotator timber rough and splintered	X		
ROBINSON ROAD	Low rotator gate opens over falling space			X
ROBINSON ROAD	Spring rabbit rot in timber, monitor		X	
ROBINSON ROAD	Spring rabbit timber parts rough and splintered	X		
ROBINSON ROAD	Spring rabbit width of the anchor bracket in excess of 1.3 x width of springer			X
ROBINSON ROAD	Spring rabbit end of handgrips and/or footrests have cross section less than 15cm <sup>2</sup>			X
ROBINSON ROAD	Multiplay fence forms a hard object in impact area			X
ROBINSON ROAD	Multiplay surfacing dimensions are short			X
ROBINSON ROAD	Multiplay parts of timber rough and splintered	X		
ROBINSON ROAD	Multiplay paint flaking off		X	
ROBINSON ROAD	Multiplay dents in slide surface		X	
ROBINSON ROAD	Multiplay side of slide damaged		X	
ROBINSON ROAD	Multiplay cap cover missing	X		
ROBINSON ROAD	Multiplay head and neck entrapment			X
ROBINSON ROAD	Swing surface has subsided		X	
ROBINSON ROAD	Swing surface caps missing from underside of seats	X		
ROBINSON ROAD	Swing seat frames corroding, monitor	X		
ROBINSON ROAD	Swing seat has minor damage, monitor	X		
ROBINSON ROAD	Swing seat connecting links are in excess of 8.6mm			X
ROBINSON ROAD	Swing seats connecting lugs are showing signs of wear	X		
ROBINSON ROAD	Swing some evidence of chain wear, monitor	X		
WHITWICK PARK	Trip hazards at edges of tarmac surface, reinstate	X		
WHITWICK PARK	Trip hazards at edge of surface, reinstate	X		
WHITWICK PARK	Gaps between safety surface and edging		X	
WHITWICK PARK	Algae on safety surface	X		
WHITWICK PARK	Grafitti present	X		
WHITWICK PARK	Stress fractures in tarmac footpath		X	

WHITWICK PARK	Adjacent foliage encroaching	X		
WHITWICK PARK	Provide signage for wheeled sports area		X	
WHITWICK PARK	Gate damage to infill sections		X	
WHITWICK PARK	Gate openings less than 12mm that could trap or crush fingers			X
WHITWICK PARK	Tarmac surface corrosion		X	
WHITWICK PARK	Post and rail fence paint flaking		X	
WHITWICK PARK	Bench area around item eroded, reinstate	X		
WHITWICK PARK	Trip hazards at edges of tarmac surface, reinstate	X		
WHITWICK PARK	Minor damage to bench		X	
WHITWICK PARK	Wooden bench trip hazards, reinstate	X		
WHITWICK PARK	Wooden bench paintwork damaged	X		
WHITWICK PARK	Metal bin paintwork damaged		X	
WHITWICK PARK	Metal bin concrete base uneven		X	
WHITWICK PARK	Teenage shelter paintwork damaged		X	
WHITWICK PARK	Teenage shelter end caps missing	X		
WHITWICK PARK	Teenage shelter tarmac breaking up		X	
WHITWICK PARK	Teenage shelter some damage to panel sections		X	
WHITWICK PARK	Teenage shelter weed growth	X		
WHITWICK PARK	Spring bike paint flaking		X	
WHITWICK PARK	Spring bike cover damaged, monitor	X		
WHITWICK PARK	Spring elephant paint flaking		X	
WHITWICK PARK	Multiplay stepping element loose, reinstall item		X	
WHITWICK PARK	Multiplay cap cover missing	X		
WHITWICK PARK	Multiplay damage to infill element		X	
WHITWICK PARK	Multiplay surfacing dimensions are short			X
WHITWICK PARK	Multiplay finger entrapments			X
WHITWICK PARK	Spinning pole - REMOVED			
WHITWICK PARK	Climbing frame bushes worn, replace	X		
WHITWICK PARK	Climbing frame algae	X		
WHITWICK PARK	Climbing frame grass mats silted up and soil compacted		X	
WHITWICK PARK	Climbing frame surface subsided in places		X	

WHITWICK PARK	Climbing frame dampening mechanism damaged, replace		X	
WHITWICK PARK	Climbing frame paintwork damaged		X	
WHITWICK PARK	Climbing frame finger entrapment			X
WHITWICK PARK	Supernova surface subsided		X	
WHITWICK PARK	Supernova damage to ring		X	
WHITWICK PARK	Rocking horse no gaiter protection			X
WHITWICK PARK	Rocking horse paintwork damaged		X	
WHITWICK PARK	Rocking horse seat minor damage, monitor	X (monitor)		
WHITWICK PARK	Rocking horse parts of timber that have rotted		X	
WHITWICK PARK	Rocking horse damage to surface		X	
WHITWICK PARK	Rocking horse fixings missing on seats	X		
WHITWICK PARK	Climbing frame (red/yellow/green) minor distortion to framework		X	
WHITWICK PARK	Climbing frame (red/yellow/green) head/neck entrapments			X
WHITWICK PARK	Climbing frame (red/yellow/green) paintwork damaged/worn		X	
WHITWICK PARK	Climbing frame (red/yellow/green) surface subsided		X	
WHITWICK PARK	Inclusive roundabout connecting bracket damaged exposing sharp edges repair/		X	
WHITWICK PARK	Swings seat minor damage, monitor	X (monitor)		
WHITWICK PARK	Swings seats too close to each other			X
WHITWICK PARK	Swings surfacing width under seat less than 875mm			X
WHITWICK PARK	Swings paintwork damaged		X	
WHITWICK PARK	Swings chain openings in excess of 8.6mm			X
WHITWICK PARK	Swings replace worn chains	X		
WHITWICK PARK	Swing seat connectors loose	X		
WHITWICK PARK	Swing bushes worn, replace	X		
WHITWICK PARK	Swing some wear to shackles, monitor	X (monitor)		
WHITWICK PARK	Swings more than 2 swing seats per bay, remove middle seat		X	
WHITWICK PARK	Swings damage to surface		X	
WHITWICK PARK	Multiplay weld failed		X	
WHITWICK PARK	Multiplay head and neck entrapment			X
WHITWICK PARK	Multiplay falls in excess of 600mm between adjacent structures			X
WHITWICK PARK	Multiplay bushes showing signs of wear, monitor	X (monitor)		

WHITWICK PARK	Multiplay some wear to shackles, monitor	X (monitor)		
WHITWICK PARK	Multiplay dents in slide surface		X	
WHITWICK PARK	Multiplay swing frame should only be attached when specific measures to segregate			X
WHITWICK PARK	Small swings safety surface beginning to wear, monitor		X	
WHITWICK PARK	Small swings chain openings are in excess of the 8.6mm			X
WHITWICK PARK	Small swings chain wear, monitor	X (monitor)		
WHITWICK PARK	Small swings seat minor damage, monitor	X (monitor)		
WHITWICK PARK	Small swings bushes worn	X		
WHITWICK PARK	Small swings minor distortion to the leg		X	X
WHITWICK PARK	Activity trail damage to surface		X	
WHITWICK PARK	Activity trail surface subsided and leeching		X	
WHITWICK PARK	Activity trail weed growth	X		
WHITWICK PARK	Activity trail inserts missing	X		
WHITWICK PARK	Activity trail falls in excess of 600mm between adjacent components			X
WHITWICK PARK	Goal end paint flaking		X	
WHITWICK PARK	Goal end area around item eroded, reinstate	X		
WHITWICK PARK	Skate ramp joints between riding surface should not be greater than 5mm		X	
WHITWICK PARK	Skate ramp paint flaking		X	
WHITWICK PARK	Skate ramp item has exposed edges and corners with a radius of less than 3mm			X
WHITWICK PARK	Skate ramp riding surface has some damage, monitor	X (monitor)		
WHITWICK PARK	Grind rail weld on item has failed		X	
WHITWICK PARK	Multiramp riding surface has some damage, monitor	X (monitor)		
WHITWICK PARK	Multiramp fixings missing	X		
WHITWICK PARK	Multiramp exposed edges and corners with a radius of less than 3mm			X
WHITWICK PARK	Multiramp kicker plate protrudes more than 5mm above the surrounding surfac		X	
WHITWICK PARK	Grind rail weld on item has failed		X	
WHITWICK PARK	Quarter pipe paint flaking		X	
WHITWICK PARK	Quarter pipe fixings missing	X		
WHITWICK PARK	Quarter pipe item has exposed edges and corners with radius of less than 3mm			X
WHITWICK PARK	Quarter pipe joints between riding surface should not be greater than 5mm		X	
WHITWICK PARK	Quarter pipe riding surface some damage, monitor	X (monitor)		



WHITWICK PARK	Sign algae	X	
WHITWICK PARK	Cross trainer paint flaking		X
WHITWICK PARK	Cross trainer inserts missing	X	
WHITWICK PARK	Cycle paint flaking		X
WHITWICK PARK	Sit up station minor damage to bench, monitor	X (monitor)	
WHITWICK PARK	Double fitness station area around eroded, reinstate	X	
WHITWICK PARK	Double fitness station cap covers missing	X	