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28 October 2021

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, 4 November 2021** 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.*

2668. APOLOGIES FOR ABSENCE

2669. DECLARATIONS OF INTEREST

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

2670. MINUTES.

To approve the minutes of the previous meeting held on 1 July, 14 July and 2 September (see enclosed). Minutes from 7 October 2021 to be deferred.

Members' instructions are requested.

2671. PUBLIC QUESTION AND ANSWER SESSION

2672. 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) Playground Working Party – to note that 2 playground companies have made/are making arrangements to visit Holly Hayes and Hermitage/Green Lane playgrounds to submit ideas for consideration, with inclusive equipment being a requirement;
- b) Bowls Link Councillor – end of season;
- c) Allotments Link Councillor – Thornborough Road
- d) Allotments Link Councillor – Walkers Flats

PROJECTS

1. The steps aside of Park Hall leading up to the grass area – provisional start date of 6 September was declined – no date has yet been offered;
2. New Signage for the Pavilion/Green/Parking/Tennis Courts –action still required by Parish Manager;
3. Installation of the Miners Memorial Seat in front of the Wheel is complete – Parish Manager still awaiting wording for memorial plaque;
4. Park Hall Heating installation – works completed but handover instructions on operation would be helpful;
5. Grit Bins –filling and washing of parish grit bins and changeover to new padlocks has been undertaken by JR Landscaping;
6. Memorial Garden in Whitwick Park – update requested from members to confirm the outline design for groundworks, in line with previous discussions; quotations to be considered for creation of new footpaths (information to follow when available); to agree date for site meeting and review of design; members to note the donation of a memorial rock by Whitwick Quarry as one of the focal points for this garden (subject to transport being arranged); miners memorial bench to be stored when it arrives until pathways are completed and siting agreed;
7. Car Hill Rock – members to note that production of gabions has been temporarily deferred whilst new information is considered;
8. Seasonal Lighting – as previously agreed, licence application submitted to LCC confirming the possible locations and copy of the recent stress testing report; local businesses to be informed and supplier is chasing those details; for flagpole Christmas lights connection to electrical supply is authorised and parish installation for own connections has been discussed– deadline 19 November;
9. Tree Survey - work has been ordered, unsuccessful companies notified and an initial site meeting scheduled with the Parish Manager on 3 November.

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

2673. 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) vandalism to inclusive roundabout –update to be given when information is received;
- b) consideration of CCTV protection and/or installation of system; *no action taken on this item by the Parish Manager;*
- c) three new benches have been ordered for installation – one memorial bench donated for the Bowling Green area and two in the park – delivery date awaited after surcharge query/delay was resolved;
- d) progress update by the Parish Manager on land matters previously agreed for action;

PARSONWOOD HILL (part)

- e) no other new matters for consideration;

2674. LAND MATTERS – EXCEPT KGV LAND

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

ALLOTMENTS

- a) any matters requiring attention/action by or for the management committees for Thornborough Road and Walkers Flats Allotments;

RECREATION/OPEN SPACES

- b) Installation of bin by JR Landscaping at Perran Avenue (Hall Lane) has been deferred by the Committee but not yet actioned by the Parish Manager;
- c) the approved quotation for construction of a new pathway from Green Lane to Hermitage play equipment has been accepted but the contractor cannot accommodate an earlier start date so likely to commence in the New Year;
- d) flooding problem at WPC.011, with report still awaited on potential collapsed storm drain identified by the County Council (information to follow when available or site meeting to be arranged);
- e) as suggested at the last meeting, to possibly hold a daytime community event that would promote residents/families to walk through Holly Hayes Wood and then use Hilary Crescent playground for a picnic; opportunities to work in partnership and invite interest once a date/timescale is agreed;
- f) members to see advisory information on riparian responsibility for watercourses through parish land – [https://www.wlma.org.uk/uploads/EA Guide to rights and responsibilities of riverside ownership.pdf](https://www.wlma.org.uk/uploads/EA_Guide_to_rights_and_responsibilities_of_riverside_ownership.pdf)
- g) progress update by the Parish Manager on land matters previously agreed for action;

Members' instructions are requested.

2675. BUILDINGS' MANAGEMENT

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

PARK HALL:

- a) update on regular hire at Park Hall;
- b) review of hire regulations (see attached);

- c) review of building repairs and maintenance issues;
- d) review of external areas;
- e) members to note the broadband quotation previously accepted has failed at the site survey stage; BT Open Reach are unable to provide free installation and the provider has been requested by Supreme Systems IT to clarify how this situation arose and to seek an alternative and affordable solution for the council (information to follow/to be tabled);

COMMUNITY OFFICE:

- f) a better functioning CCTV system would be helpful, in light of personal safety advice/new guidance;

- g) review of building repairs and maintenance issues;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- h) Old Railway Station – boiler has been serviced, date set for servicing of fire extinguishers and for PAT testing (in all council buildings);

- i) review of building repairs and maintenance issues;

Members' instructions are requested.

2676. BUDGET RECOMMENDATIONS

In accordance with Standing Order 4.5.2, the Committee are invited to consider and submit further written estimate of expenditure for 2022/23 to the Proper Officer and potential longer term projects, in addition to the £10,000 for defibrillators in the parish.

Members' instructions are requested.

2677. 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 December 2021 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.

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MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 1 July 2021 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor A Barker (Chairman)

Cllrs P Moulton and J Straw

Mrs. A Barker, Ms S Colledge

In Attendance:

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

Members of the public: None.

2548. APOLOGIES FOR ABSENCE

Cllr R Woodward.

2549. DECLARATIONS OF INTEREST

Ms S Colledge declared a non-pecuniary interest in matters connected to Whitwick Historical Group as a member, to Whitwick Action Group as a member and Woodstock in Whitwick as a member and a pecuniary interest in the site of the old Hermitage Leisure Centre site

Cllr J Straw declared a pecuniary interest in Agenda Item 2554 (7 – Park Hall Heating) and 2557(f, l and m) and would leave the meeting for those decisions; a disclosable non-pecuniary interest in matters affecting the Green Wedge as a member of Whitwick Action Group; a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Cllr A Barker declared a disclosable non-pecuniary interest in Whitwick Historical Group as a member and a non-pecuniary interest in Walkers Flats Allotment Society as a signatory on some transactions and a non-pecuniary interest in Holly Hayes Wood as a Director.

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 Leisure Centre Steering Group.

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2550. ELECTION OF VICE CHAIRMAN

Resolved: That Cllr P Moulton be elected as Vice-Chairman of the Committee for 2020/21.

2551. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2552. MINUTES

The minutes for 6 May had not been circulated and were deferred.

2553. DELEGATED DECISIONS BY THE PARISH MANAGER

Members noted the following decisions had been made:

- a) for the electrician to replace the water heater at the Railway Station due to preferred option of an under-sink heater not being available;
- b) for the electrician to replace the water heater at the Pavilion as the knob repair was ineffective;
- c) for the electrician to improve the earth connections of the electrical system at the Pavilion to give greater protection to the Rangers/toilet building costing approximately £660;
- d) to seek manufacturers' advice on design of Park Hall Air Source Pump heating system;
- e) following review of covid risk assessment on 16 June; to cautiously increase capacity at Park Hall from 15 – 20 persons (or to 10 people for exercise mat work) and delay going to 50% capacity;
- e) to note the updates given to members by the Parish Manager since the last meeting, including Park Hall heating, new hirers;

2554. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

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

- a) **Playground Working Party:** to note the generally positive outcome of the consultation on Hilary Crescent installation that ended on 28 May 2021 (as circulated); provisional installation date was w/c 12 July which was subject to component parts arriving; members wished to see benches and bins and inclusive play equipment at all sites; **resolved that initial priority would now be updating of play equipment at Holly Hayes and Hermitage/Green Lane playgrounds using Ear Marked Reserves 339 and 332; resolved to install a new footpath to give disabled access from Green Lane to the play area, with a disabled access kissing gate from Green Lane subject to council approval of using general reserves for this path;** suggested quotes for the footpath to be sought from RSA, Wallaces and Thringstone T&T; perhaps to explore replacing the ground tyres with an inclusive piece of equipment, with different seats on the swings at Green Lane;
- b) **Bowls Link Councillor:** Cllr Moulton reported the season was underway with covid guidelines being followed, games had started well and

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comments on the massive improvement to the Green since last season; a question was raised on why watering was being done manually by JR Landscaping and whether there was a problem with the pump or the tank;

c) Allotments Link Councillor – Thornborough Road: Cllr Moulton reported there were plans to improve fencing now that a grant had been awarded;

d) Allotments Link Councillor – Walkers Flats: no report received;

PROJECTS

1. Whitwick Park Entrance improvements – **members commended the excellent new footpath construction and the re-opening of the driveway on 18 June (one day early); resolved the leftover summer plants should be put either side of the entrance drive (half way up) and sought suggestions for new shrubs from JR Landscaping;**
2. Park Hall Fire Exit disabled access improvement: **Park Hall improvements still to be scheduled by the contractor;**
3. New Signage for the Pavilion/Green/Parking/Tennis Courts – no progress by the Parish Manager;
4. Installation of Benches throughout the Village – following delays by the County Council since 6 November 2020 the licence had now arrived to permit parish benches to be installed at Loughborough Road and Perran Avenue (Hall Lane); the Parish Manager thanked the Chairman and members for their work on this project; **request that a prompt date be sought for the two benches to be installed, with two additional benches being ordered by the parish to be placed in Whitwick Park;**
5. Repairs to the Old Station Building – Cllr Moulton reported the builder had checked the loft and found no sign of a leak and believed it was not due to any guttering problem either; builder will return again;
6. Installation of the Miners Memorial Seat in front of the Wheel – site visit made so that installation can take place; Cllr Moulton to provide wording for the plaque and the narrative for the Wheel to the Parish Manager;
7. Park Hall Heating – following discussion, delegated to Parish Manager to arrange an overdoor boost heater system and to continue investigations of immersion heater problem; extra meeting to be called when heating quotes were received;
8. Grit Bins – no new information;
9. Memorial Garden in Whitwick Park – following email by Cllr Moulton and the Parish Manager to the Royal British Legion, detailed information had been requested on suggested design features and costs had been invited again; 4 new dates for possible site meetings had been supplied to the Legion but no replies yet received; Cllr Moulton to speak to the artist about a wall mural; in the absence of a donation from the RBL Branch or confirmation of wanting a poppy bench, the plans to order jointly with RBL and save delivery costs had been abandoned, with a miners

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- memorial bench being ordered for delivery in 8-10 weeks;
10. Car Hill Rock – action still required by the Parish Manager on the gabion request to the Quarry; the new bin would be installed shortly;

2555. LAND MATTERS – KING GEORGES V FIELD

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

WHITWICK PARK

- a) that the Parish Manager had been invited by Rural Community Council to host another series of Coffee Connect events, **members suggested this could possibly coincide with the Memorial Garden opening if details were forthcoming from the Royal British Legion;**
- b) review requested by Parish Manager of condition of the tarmac path around the Bowling Green (and potentially the tennis courts);
- c) the Chairman to investigate drainage issues with Whitwick Park main field;**
- d) members confirmed their full satisfaction with the new footpath installed from North Street adjacent to the main driveway at Whitwick Park;
- e) suggestion to JR Landscaping that when repairing the vandalised inclusive roundabout, could they use better bolts, shear nuts or to glue them in place when fitted;**
- f) explore the potential and costs of CCTV system to protect visitors and equipment in the park;**
- g) commended the Rangers work within the park and the excellent quality of the summer planting this year;**
- h) update by the Parish Manager and request that the new gazebo be unpacked and set up to check it functioned well; the RADAR key for the disabled toilet was still being investigated;

PARSONWOOD HILL (part)

- i) no other new matters for consideration.

2556. LAND MATTERS – EXCEPT KGV LAND

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

ALLOTMENTS

- a) that the fence at Walkers Flats on the new inclusive plot had been repaired by using the remains of the stolen section and no hazard remained;
- b) the repairs to the potholes from George Street by the District Council had been discussed at the recent council meeting;
- c) the cheque for grant funding to Thornborough Road Allotment Society

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had been written;

RECREATION/OPEN SPACES

- d) further information had been sent to the council's solicitor regarding enforcement investigation for reinstatement to the grass open space;
- e) maintenance provision for Whitwick Wheel deferred due to illness of Cllr Woodward; Parish Manager suggested an earmarked reserve be established and that further information be sought when possible;
- f) an apology received from JR Landscaping about grass cutting and clumping on some open spaces, including Briers Way;
- g) playground inspection reports had been received but copies of weekly checks had been requested (due to Ranger changeover);
- h) an earlier deadline had been set by the County Council for licence permissions for seasonal decorations; **delegated to the Parish Manager to have stress testing undertaken on brackets so that the application could be made;**
- i) routine matters were progressing but other actions were still outstanding; the Parish Manager was checking reports of low branches at Stinson Way and was asked to also get a check on a dead tree (with a wet centre) at Thomas Road.

2557. BUILDINGS MANAGEMENT

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

- a) that the Parish Manager was still to chase a quotation from Navas Associates for asbestos surveys for all buildings to identify locations affected;
- b) that the buildings had been successfully re-opened under easing of lockdown restrictions;
- c) **review of lockdown restrictions nationally had been delayed, therefore consideration of increasing the capacity at Park Hall was deferred to the next meeting;**

PARK HALL:

- d) regular hire events were going well and new enquiries pending, subject to lockdown rulings;
- e) **review of caretaker responsibility for covid cleaning remained as previously outlined; flexibility granted to the caretakers to identify any additional cleaning that was required ad hoc and a summary of these costs to be reviewed at the October meeting; hirers would be given access to a green mop in the kitchen and red mop in the toilets but there was not a requirement for hirers to undertake general cleaning, only to leave Park Hall tidy and to do covid cleaning of high touch points before/after hire;**
- f) as hybrid option may be required for future council meetings and to encourage hirers, **the Parish Manager would ask Supreme Systems**

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- for advice and costs on IT provision**; the company could also offer a free computer for local charities; electrical updates given;
- g) no further building repairs or maintenance issues;

COMMUNITY OFFICE:

- h) update given on IT equipment changes in the office;
- i) members noted the Parish Manager was now working 3 days per week in the parish and reducing work done at home; some Wednesdays afternoons the Parish Manager was out at meetings so the office closed as no cover available;
- j) no change to building and maintenance issues;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- k) the repair/replacement cistern for the gent’s toilet in the pavilion had been completed but a leak reported on the cold tap so the plumber asked by JR Landscaping to attend again;
- l) the safety works to the Pavilion electrics had nearly been completed, with some elements of concern now removed or improved (earthing, boxing, excessive load); as before the priority for the council was being met with improved safety measures;
- m) the Railway Station now had a test switch for emergency lighting, a test key had been handed to the tenants, there was no date yet for the water heater to be fitted downstairs due to delivery delays; the fuse board had been explained and the new requirement to do the ‘blue test button’ every 6 months; the tenant would discuss the issues with replacing the computer Cat5 cabling;

2558. OTHER MATTERS FOR FUTURE AGENDA

Members asked for projects and new ideas to be identified at the next meeting.

The Parish Manager would call an extra meeting when the required number of heating quotes had been received.

Full signature of Chairman: Date:

The meeting terminated at 10.01 pm.

Date of the next meeting: possibly Thursday 14 July 2021 at 7 pm and Thursday 2 September 2021 at 7 pm

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MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 2 September 2021 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor A Barker (Chairman)

Cllrs P Moulton, J Straw [except part of Item 2598] and R Woodward

Mrs. A Barker, Ms S Colledge

In Attendance:

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

No members of the public.

NB. Items are renumbered to correct the duplication of previous item 2590.

2591. APOLOGIES FOR ABSENCE

Mr T Gee.

2592. DECLARATIONS OF INTEREST

Cllr R Woodward declared a disclosable non-pecuniary interest as a Director of Holly Hayes Woods.

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 and a non-pecuniary interest as a representative member of 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.

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

Ms S Colledge declared a non-pecuniary interest in Whitwick Historical Group; a non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group; a non-pecuniary

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interest as a member of Woodstock in Whitwick; a non-pecuniary interest in any matter concerning the old Hermitage Leisure Centre site.

2593. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2594. MINUTES

Resolved that the minutes for 6 May were approved as a correct record and would be signed. The minutes for 1 July had not been circulated and were deferred.

2595. DELEGATED DECISIONS BY THE PARISH MANAGER

Members noted the following decisions:

- a) for the electrician to replace the water boiler at Park Hall due to sudden failure of the existing Burco – a larger capacity was considered but not available for delivery; a kettle was made available for temporary use for a week but quick installation completed as soon as delivery had arrived;
- b) to note that removal of low branches had been undertaken at Stinson Way;
- c) to note that a dead prunus tree had been removed at Ashford Way – combined cost was £200 for the work (with other trees requiring removal in the future);
- d) to note that installation costs for wiring to a new cooker point and overhead door heater were nearing completion, as Western Power Distribution had confirmed they would increase load capacity;
- e) emergency repair completed to leaking pipes under the sink at the Community Office, with thanks to Ms Mabey for the new contact;
- f) commissioned a company to undertake stress testing of brackets (which were installed in 2017) during week commencing 6 September, with strength being checked for the higher weight of hanging baskets should they be undertaken at a future date;
- g) requested JR Landscaping to undertake trimming of boundary shrubs at WPC.011 to reduce hazard to vehicles accessing driveway next to the junction; **resolved that future work would be undertaken as necessary and no change to the schedule;**
- h) additionally, consent verbally given to Whitwick Historical Group to attach temporary 'Hello Heritage' information boards to the Whitwick Wheel and to the Parish Council noticeboard outside the Co-op Supermarket.

2596. FINANCIAL REGULATIONS

Resolved to request the council grant permission in exceptional circumstances for the Committee to suspend Financial Reg 11.1.f when endeavours to seek three quotations for works over £3000 and under £25,000 had not been possible (and evidenced); this step only to be taken at a meeting following consultation by the RFO with the Council Chairman (or Vice-Chairman as substitute) and the Committee Chairman (or Vice-Chairman as substitute).

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2597. PARISH PROJECTS - WORKING PARTY/LINK COUNCILLOR REPORTS

Resolved: That the following actions be taken/noted:

- a) Playground Working Party – **following circulation at the meeting of a photograph supplied by the Chairman to the Parish Manager** (previously unable to scan/circulate to members), **the location for a new bin at Hilary Crescent would now be confirmed to JR Landscaping for them to install at the signpost adjacent to the swings;**
- b) only one quotation had been received for updating of more play equipment at two sites – additional quotes would be required but companies had not yet been approached; the Parish Manager was aware that some play installation companies were under pressure and declining work and quotes, due to shortage of staff and supplies;
- c) Bowls Link Councillor – Cllr Moulton said the friendly match between the Bowls Club and the Parish Council had been most enjoyable and an event welcomed by all who attended; the Green was playing exceptionally well and frequently praised by visiting teams; **a letter of thanks to be sent for the invitation to play and hospitality;**
- d) Allotments Link Councillor – Thornborough Road Cllr Moulton reported that no meetings had been held for tenants but progress was still taking place, Stephenson College no longer had their plot but Meadow Barn had made an approach for a community plot which would benefit both parties;
- e) Allotments Link Councillor – Walkers Flats no report received;

PROJECTS

1. The steps aside of Park Hall leading up to the grass area – provisional start date of 6 September requested so that work could be undertaken whilst hall was closed to hirers (awaiting confirmation of details and associated risk assessments, etc);
2. New Signage for the Pavilion/Green/Parking/Tennis Courts –action still required by Parish Manager;
3. Installation of Benches by JR Landscaping at Loughborough Road & Perran Avenue (Hall Lane) had been completed; in response to a request by a resident at Perran Avenue, **resolved to place a floor standing bin by the Whitwick boundary sign;**
4. Repairs to the Old Station Building – the builder had completed works and reported there was no longer water ingress from the roof or the chimney; Cllr Moulton updated members on plasterwork staining by chimney/ceiling areas but it was noted the Group had declined any removal/replastering; a query was raised on whether the guttering was working efficiently;
5. Installation of the Thomas Moulton Miners Memorial Seat in front of the Wheel was complete – Parish Manager was still awaiting wording for memorial plaque while Cllr Moulton was investigating a raised lettering design;

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6. Park Hall Heating installation – following acceptance of quotation at last meeting, a prompt installation of the new air source heat pump and system had been agreed, commencing at 8.15am on Monday 6 September; the Hall would be closed to hirers for one week;
7. Grit Bins –new bin had been installed outside the Community Office in readiness for the winter to help pedestrians using Skinners Lane; the County Council had previously agreed to install a highways grit bin at Clarke Close – it was not sure if the had been actioned yet;
8. Memorial Garden in Whitwick Park – as previously agreed, the miners war memorial bench was ordered after the last meeting; on 4 August a visit was made to the Community Office by a Royal British Legion representative, with details finally agreed on priority action points by both parties for the project; subsequently the Royal British Legion had confirmed the Branch wished to withdraw from the project; members would now proceed to confirm the outline design for groundworks, in line with previous discussions and meet on site to revise the design with Ms. Williams who had drafted planting options last year; quotations to be obtained by members for creation of new footpaths (information to follow when available); Cllr Woodward had been given confirmation of donation by Whitwick Quarry of a large cube of granite (with one flat face) to be sited in the Memorial Garden with the parish council providing a plaque for wording at a later stage;
9. Car Hill Rock – Cllr Woodward had been given confirmation by Whitwick Quarry that they would donate rocks for the gabions to replace the unused gates at this site; steel cages and transport would need to be sourced;
10. Seasonal Lighting – members were asked to clarify the locations of the agreed businesses to be invited to make a donation for seasonal lighting, with 15 trees being ordered thus far; the parish owned lighting to be used on the Whitwick Wheel; the Parish Manager to contact the Environment Agency again for a response to request for potential electrical supply to the new Christmas lights purchased for the adjacent flagpole;

2598. 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) 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) the action points taken by the Parish Manager from the meeting held with JR Landscaping had not yet been sent to the contractor; a donation had been received from a resident for a memorial bench at the Bowls Green,

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with a site meeting planned when it was delivered to be clear on siting location; the two new parish benches ordered for the park were also awaited; the renovation of a removed bench by JR Landscaping would need a location; a bin was to be relocated to by the skatepark (rather than a bench that had previously been instructed for relocation); grass cutting machinery should be in full working order ready for the next season so that standards could be improved in future and the clumping problems avoided;

PARSONWOOD HILL (part)

d) no new matters for consideration.

2599. 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, which would expire on 30 September 2021, **the Committee Chairman, Link Councillor and the Parish Manager would meet with 2/3 representatives of the Society on a date to be agreed in November to jointly review the document and discuss any suggested changes; due to covid impinging normal operations, the Parish Manager would request copies of the accounts and inform the Society that the current agreement would be extended for 12 months;**
- b) to note the District Council had repaired the potholes on the access driveway from George Street; a request had been directly made for the side hedges to be cut as wider access was required to construct the new inclusive plots; work was progressing well on the project and future funding possibilities were being explored; a report of fly-tipping had been made by the office but a scrap metal dealer had removed the items;
- c) no other matters requiring attention/action from the management committees for Thornborough Road and Walkers Flats Allotments;

Cllr. J Straw left the meeting at 8.55 pm.

Cllr. J Straw re-joined the meeting at 8.57 pm.

RECREATION/OPEN SPACES;

- d) historical information was not available as requested by the council solicitor regarding enforcement action that the council was investigating and an update was needed on the current situation;
- e) at the request of Cllr Woodward, it was clarified that the Wheel was painted in 2006 and again in 2015 at a cost of £700; the annual inspection of the Whitwick Wheel was part of JR Landscaping's contract;
- f) to write to the County Council and request their consideration of transfer of ownership of land at Leicester Road to the Parish Council who wished to protect and enhance the area by the Wheel;**
- g) to note the concerns of the RFO that having contacted 13 companies to request quotes for a full parish tree survey, several contractors

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(including NWLDC) had quickly declined to quote as they did not have facility to undertake this work and only 2 companies had so far expressed an interest;

- h) to note that indications and advice would be requested as part of the survey for new tree planting suggestions on parish open spaces, (although the new Memorial Garden in Whitwick Park was already identified);
- i) to suggest that the solution for engineers would be to raise the satellite dishes on properties at Weavers Close rather than suggesting work be done on the existing parish trees;**
- j) to note that the report from the tree specialist on a mature oak tree in Whitwick Park had been forwarded to the resident and the owner of neighbouring property;
- k) to note that a request had been received from a neighbouring property for canopy reduction of a mature oak tree in Whitwick Park and that advice would be sought when the tree survey was undertaken;
- l) Resolved to accept the quote from Company B (DKH Contracting) for construction of a new pathway from Green Lane to Hermitage play equipment, with appropriate passing places to allow mobility scooters to use this route at a cost of £12,100. This was the cheapest quote and work would have a 7 year warranty and all companies were local; the cost of a wooden gate would need to be explored and this new project would be funded by general reserves, as agreed by the council. A start date within 8 weeks would be requested and the installation finished within 2-3 weeks.** Quotes received from Company A, £12,690 and Company C £19,500 would be declined but thanked for their input.
- m) to note that £120 of bulbs would be purchased (crocus, narcissi), supplemented by existing daffodil bulbs in the garage, to enable Meadow Barn View to plant these in partnership with members on parish land (details to be confirmed and liaised by Cllr Moulton/Ms Colledge);
- n) a member/s to join the Parish Manager at Park Hall on Monday 6 September at 10 am to test together the new tree lights and gazebo that the council had purchased;**
- o) to delegate the Parish Manager to arrange a site meeting with resident to consider flooding problem at WPC.011 with Committee Chairman/Vice-Chairman invited (subject to availability); date to be offered when County Council report is received on potential identification of collapsed storm drain;**
- p) progress update given by the Parish Manager on land matters previously agreed for action; a site visit had taken place to check the conditions of the covenant on land (formerly known as the Dumps) and instructions given to the council solicitor to issue the certificate of compliance; concerns and distress from resident about shedding from oak tree at WPC.012 but councillors declined request for a site visit (tree survey due to be commissioned shortly);

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2600. BUILDINGS MANAGEMENT

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

PARK HALL:

- a) **members resolved to remove the temporary covid capacity restrictions at Park Hall and return to 60 person capacity; hirers responsibility to put their own appropriate measures in place and to ensure good ventilation remained, continue with their covid cleaning of high touch points and sanitiser to be readily available; wearing of masks would be encouraged when moving but optional to remove when seated;**
- b) update given on regular hire events at Park Hall;
- c) several enquiries received from groups wanting to use Park Hall, with a new booking made by an art group for every Friday afternoon resulting in Sundays being the only blank day remaining (currently used for cleaning);
- d) confirmation that the sewer pump had been serviced by the caretakers;
- e) members declined to repaint the social distancing markers outside buildings;
- f) 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:

- g) noted a new screen had been purchased for use by the Parish Manager; the former workstation (not supported) would be utilised whilst still operable; the new tablet had successfully been unlocked by Supreme IT support and was now in operation; the new caretaker's phone had been issued to staff – the number for specific enquiries to the duty caretaker will be displayed on noticeboards and given in leaflets to all hirers;
- h) noted the Parish Manager was arranging additional locking cupboard for storage, with a filing cabinet potentially being relocated in the office at Park Hall if space was needed to accommodate any future staffing;
- i) noted the staff request to defer decorating of the office (overdue) to a future year because too much other work had to take priority;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- j) the works to the Pavilion electrics were now complete;
- k) the works to the toilets were also now completed, having been previously deferred by the Parish Manager to prioritise the repairs at Park Hall; the toilet risk assessment needed reviewing, signage for the

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disabled toilet and a Radar key system initiated in conjunction with JR Landscaping;

l) no further building repairs and maintenance issues raised;

2601. 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.

2602. OTHER MATTERS FOR FUTURE AGENDA

Ideas for future consideration would include future planting schemes (improving park entrance/shrub bed by keep fit equipment), re-surfacing of footpath at the park (rear jitty).

Full signature of Chairman: Date:

[Cllr. J Straw left the meeting at 8.55 pm.]
[Cllr. J Straw re-joined the meeting at 8.57 pm.]

The meeting terminated at 9.54 pm.

Date of the next meeting: Thursday 7 October 2021 at 7 pm

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MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 14 July 2021 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor A Barker (Chairman)

Cllrs P Moulton and R Woodward [Items 2559 – part 2565 only]

Mrs. A Barker, Ms S Colledge

In Attendance:

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

One member of the public (not present for the whole meeting)

2559. APOLOGIES FOR ABSENCE

Cllr J Straw.

2560. 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 Leisure Centre Steering Group.

Cllr A Barker declared a disclosable non-pecuniary interest in Whitwick Historical Group as a member and a non-pecuniary interest in Walkers Flats Allotment Society; as a signatory on some transactions and also a non-pecuniary interest as a Director of Holly Hayes Wood.

Cllr Woodward declared a disclosable non-pecuniary interest as a Director of Holly Hayes Woods.

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

2561. PUBLIC QUESTIONS AND ANSWER SESSION

None.

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2562. MINUTES

The minutes for 6 May and 1 July had not been circulated and were deferred.

2563. PROJECTS

Resolved to accept the quote from Company C (Rudkin and Herbert) for installation of a Vaillant air source pump at a cost of £10,980, with an additional cost of £874 for 5 replacement radiators as the information provided and the expert knowledge displayed was impressive and comprehensive. A further site meeting would be held to verify instructions and that the investment would match (or exceed) the current green credentials of the heating system being replaced, with an early installation date being requested.

Quotes received from Company A, £6980; Company B £15,190 and Company D £13,827 would be declined but thanked for their input.

2564. PARK HALL – INTERNET PROVISION

This matter was deferred to await more clarification of implications of this new project.

2565. UPDATE ON ACTION POINTS FROM LAST MEETING

The Parish Manager reported on responses from JR Landscaping to questions raised by members. A site meeting was requested by members and would be arranged for early the following month, subject to everybody's availability (provisionally in the Pavilion). An apology had been given by the office to Meadow Barn regarding misinformation on responsibilities; an apology had also been given to another hirer for late opening of their booking event (with free hire arranged by the office to compensate for the inconvenience); a staff meeting was being held the following week by Ms Mabey and the new caretakers phone would be issued; the new SIM cards would be operational the following day for the 2 other council phones; celebration of a hirer's anniversary was approved; permission to sell ice-creams from a CIC stall while using Park Hall was approved; Meadow Barn had offered bird boxes to the parish council and this was deferred to seek further information (fixing, style, design etc); Meadow Barn would soon be undertaking a new cookery course and members were keen to explore potential for operation of a café, (possibly a dementia café) or other partnership working; permission granted for Meadow Barn to use the new A frame notice board purchased by the parish council; Cllr Moulton reported that an allotment plot was being explored at Thornborough Road by Meadow Barn.

[Cllr R Woodward left the meeting at 7.37 pm.]

A Tree Warden virtual training had been attended by Ms Williams and the Parish Manager with a lot of knowledge being gleaned after covid had cancelled previous events; members clarified that the role would be parish wide (so not taking responsibility for our own open spaces) and when lone working systems were set up, the Tree Warden could be eyes and ears

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within Whitwick and perhaps receive a quarterly written report; a covid update from LRALC had clarified that hirers were still required to follow the regulations of building owners (even if they were stricter than government guidelines); the playground installation at Hilary Crescent had started as planned on 13 July; a new footpath from Green Lane was clarified as requiring 1.2 metre width for disabled access (plus turning places); new park benches were still to be ordered from existing budget; quotes were to be sought for Robinson Road fence repair and for replacement of missing gate at Hilary Crescent; the Chairman offered to contact Tony Smith at Holly Hayes Wood regarding a wooden gate at the boundary point.

Ideas for future consideration would include commissioning of tree surveys and advice on future planting schemes, with members noting the Parish Manager had been informed of £3000 grant being awarded by the Bardon Quarry Community Fund.

Full signature of Chairman: Date:

[Cllr R Woodward left the meeting at 7.37 pm.]

The meeting terminated at 8.10 pm.

Date of the next meeting: Thursday 2 September 2021 at 7 pm

WHITWICK PARK HALL - Whitwick Park, North Street, Whitwick, LE67 5HB

Whitwick Park Hall is a community facility operated by Whitwick Parish Council as charity trustees, which we hope will be valued by and of benefit to our community.

Terms and Conditions of Hire:

Please read these Terms and Conditions of hire **before** making your booking - by signing the booking confirmation form you will be agreeing to abide by them. **If there any aspects you don't understand please check with us first.**

You must be at least 18 years of age to hire the hall. If the event is to involve under 18s, you must undertake that they will be supervised by a responsible adult.

1. Booking, Fees and Payments

1.1 Bookings are made by contacting the Parish Manager who will advise on availability of the premises. The Hall may be booked for single or multiple lettings.

1.2 Fees are charged by the hour subject to a minimum hiring of 2 hours. The hire period must include your set-up and clear-up times. The fees charged will be those in force at the time of booking. Bookings taking place on a Bank Holiday will be charged at double the standard rate.

A regular hirer may have access to the office (if available) without charge, a casual hirer may book the office for a £5 supplementary charge for the duration of their booking The office may be independently booked by a hirer for the same hourly rate as the hall.

1.3 Deposits - Bookings are secured by payment of a deposit of **£20**. Deposits are refundable subject to condition 1.5 and 1.7 below. If the Hall and/or grounds are left in an unsatisfactory state arising out of your use, or if there is loss or damage, the booking deposit will be forfeit. In extreme cases any additional costs for cleaning, repairs or loss replacement may be recharged to you.

1.4 Full payment for the Hire must be made 28 days before the event or the booking will be cancelled. Bookings less than 28 days before the event will be subject to a **£5** late booking fee and will require full payment at the time of booking. Regular on-going bookings can be paid for on a monthly basis in advance; although the same cancellation conditions apply as per 1.5 below.

1.5 Cancellation - you may cancel your bookings by giving at least 14 days' notice, though if notice is given within 28 days of the event this will incur a charge of 50% of the hire charge. Notice of less than 14 days will incur the full charge unless another hirer books the same session.

In the event that the hall is required for a shelter as a result of a civil emergency or upon the death of a Monarch the hirer shall be entitled to a refund of any deposit already paid , but the Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages.

1.6 Opening and closing of the premises will be undertaken by the Council's Caretaker. All bookings must end by 9.00pm

1.7 Facilities included in the hire are the hall, tables and chairs, kitchen and equipment. The kitchen is fitted with a water boiler for hot drinks and some crockery is provided. You also have use of the car park (though this is not exclusive) and access to all public facilities within the Park during opening times.

1.8 The **maximum capacity** of the premises is no more than 75 people standing or 40 people seated in a 'cafe style' or 60 people 'theatre style'.

1.9 **Access for all** - there is access for wheelchair users and a designated lavatory. Assistance dogs are welcome in the Hall.

2. Hirer's responsibilities

2.1 You agree to indemnify the Parish Council against any actions, costs or claims arising out of your use of the Hall. You must ensure that you have any necessary licences or insurance appropriate to your use of the premises. For those hirers who use the building for business purposes or on a regular basis, we will ask to see evidence of your public liability insurance and appropriate qualification certificates. The Parish Council, as charity trustee, holds a Performing Rights Society/Phonographic Performance Licence (PRS/PPL).

2.2 You must take reasonable precautions to ensure that your use of the premises is carried out in a responsible way. The Parish Council's health and safety policies are available on the website or on request.

2.3 You will be responsible for any **damage or loss** to the Hall and grounds arising out of your use during the hire period, and for the Hall and grounds being left in a reasonably clean condition. Please report any damage or breakages.

2.4 No charge is made for cleaning, provided all facilities are left clean, tidy and in good repair. Any equipment used must be returned to its proper storage space after use.

2.5 Any **rubbish** must be taken away and not left within the premises.

2.6 Please do not attach anything to the **walls** i.e. no pins, adhesive tape, blu-tac etc

2.7 No **fireworks** or other incendiaries/inflammables (e.g. liquid gas) are allowed within the premises with the exception of candles on a birthday cake.

2.8 No **smoking** is allowed anywhere within the premises

2.9 While you can consume your own **alcohol** brought onto the premises with prior permission, sale of alcohol is strictly forbidden as the premises are not licensed for this purpose.

2.10 No **animals or birds** (except assistance dogs) are allowed on the premises without prior approval

2.11 No **Confetti or party sprinkles** are to be used on the premises.

2.12 There will be a penalty for late departure, this will result in the booking deposit being forfeited.

3. Necessary Legal Stuff

3.1 You must nominate a 'competent person' to take charge in case of **Fire** who will be responsible for ensuring that everyone in the Hall can escape unimpeded through the Fire Exits and assemble in the car park or other nominated assembly area. 'Competent persons' must make themselves familiar with the location of the fire extinguishers and the instructions for use, emergency exits and of the importance of fire doors. They must inform all those using the Hall of the position of the emergency exits and familiarise themselves with the displayed instructions on what to do in case of fire. Improper use of the fire extinguishers will result in the automatic loss of the deposit. Fire doors **MUST** remain unobstructed during a let. There is no telephone connection so you need to bring a mobile phone in case of emergencies.

3.2 **Health and Safety** you are responsible for the health and safety of your group and all risk assessments associated with your activity and all of your undertakings, especially any employees you may bring onto site if any.

3.3 Any **electrical equipment** brought into the Hall premises during your hiring (e.g. music players, disco equipment, extension leads etc.) must be PAT Certified.

3.4 **Food safety** - Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Parish Council is not responsible for any food brought into the Hall.

3.5 **Child Protection/Vulnerable Adults** - It is the responsibility of the Hirer (under the Children Act 2004) to ensure the safety of all children at all times at any event. There is also a responsibility to safeguard vulnerable adults. Hirers are responsible for the observance of the law regarding child protection; in particular that adults having continuing and close contact with children or vulnerable adults should have undergone a DBS (Disclosure & Barring Service) check. A declaration form for such user groups must be signed and returned with the booking form.

3.6 No responsibility whatsoever can be taken for any '**personal**' items left on the premises or any damage caused by them to the premises or any misuse of them by others.

3.7 No **apparatus or equipment** of any description can be left on the premises without the prior consent of the Management Committee.

3.8 Any **accidents** should be reported the Caretaker at the end of your hiring and an Accident Report Form completed. A first aid kit is available in the kitchen.

3.9 The Council reserves the **right to cancel** any booking by giving notice in writing and returning the hiring charge and deposit in emergencies (e.g. should the premises or access to them be unsafe) or should the purpose of the hiring be in any way improper or unauthorized. The Parish Council shall not be liable to pay to the Hirer any money/loss incurred by the cancellation.

3.10 Should you not adhere to any of these conditions, the Parish Council reserves the right to cancel and/or refuse any future bookings

And finally

Please:

- use the Hall responsibly and leave it as you would wish to find it
- be as quiet as possible to respect the neighbours when leaving the Hall, especially if it is late at night.

We thank you for your co-operation and hope that you enjoy the use of our Hall. If you have, please tell others; if you have not, please **tell us**.