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**Restrictions apply on capacity in the building for public seating.**

25 November 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, 2 December 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.*

## **2710. APOLOGIES FOR ABSENCE**

## **2711. 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).

## **2712. MINUTES.**

To defer approval of the minutes of the previous meetings held on 7 October and 4 November 2021 as they have not yet been written.

**Members' instructions are requested.**

## **2713. PUBLIC QUESTION AND ANSWER SESSION**

## **2714. 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 consider the 3 quotations now available for inclusive improvements to 2 playground sites at Holly Hayes and Hermitage/Green Lane, with inclusive equipment being a requirement:

Company A \*        £14,314.73    (roundabout)    &    £10,913.27  
(seesaw)

Company B        £25,000.00 (both sites)

Company C        £19,546.00 (roundabout and tower)

Company C        £4,305.50 (Birds Nest swing either site)

\* requires 50% deposit on placing order

- b) Bowls Link Councillor – end of season;  
c) Allotments Link Councillor – Thornborough Road – members to consider the draft water agreement that is being explored  
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 December – site meeting will need to be arranged;
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 – quotes and design needed for memorial plaque;
4. Park Hall Heating installation – works completed but handover instructions on operation still not clarified. Two breakdowns so far caused by debris in the filter;
5. 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 has now been delivered and is in place; miners memorial bench to be stored when it arrives until pathways are completed and siting agreed;
6. Car Hill Rock – members to note that production of gabions has been temporarily deferred whilst new information is considered. Only two quotations have been received for consideration:  
Company A    £1850.00 (not including foundations)  
Company B    £560.00  
Company C – information unclear and detail not delivered to RFO
7. Seasonal Lighting – as previously agreed, licence application submitted to LCC confirming the possible locations and copy of the recent stress testing report; locations sent to supplier but installation problem notified and now narrowed down to 4 locations that will need us to arrange own installation; for flagpole Christmas lights connection to electrical supply has been completed, with thanks to neighbours for assistance and Whitwick Electrical;

8. Tree Survey – reports are arriving as and when completed; members to review when survey is complete.

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

### **2715. 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 – situation regarding repair to be clarified;
- b) vandalism to newly installed bin which is to be repaired and reinstalled if possible;
- c) success of Coffee Connect events by RCC in Whitwick Park, agreement requested for planning of future Park Brew events (supported by community group)
- d) consideration of CCTV protection and/or installation of system; *no action taken on this item by the Parish Manager;*
- e) three new benches are now manufactured and ready for delivery – including one memorial bench donated for the Bowling Green area and two in the park – volunteer requested to liaise with Ranger and donor;
- f) progress update by the Parish Manager on land matters and items previously agreed for action;

#### PARSONWOOD HILL (part)

- g) no other new matters for consideration;

### **2716. LAND MATTERS – EXCEPT KGV LAND**

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

#### ALLOTMENTS

- a) Information from Parish Manager following suggestion from a resident on potential funding for water supply to be installed and water control measure that could be considered;

#### RECREATION/OPEN SPACES

- b) new bins have been delivered to JR Landscaping for installation, as previously outlined – volunteer requested to liaise with Ranger;
- c) Site meeting held and agreed location for compound for equipment at Hermitage/Green Lane playground; closure needed of the Green Lane entrance from the start of works for approximately 3 weeks (NB January 2022); signs to be put on gates and details on social media, some residents already aware of works;
- 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) progress update by the Parish Manager on land matters previously agreed for action;

**Members' instructions are requested.**

## **2717. BUILDINGS' MANAGEMENT**

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

### PARK HALL:

- a) two secondhand cupboards have been purchased for storage in the office;
- b) chairs to now be stored in the main Hall and hirers notified;
- c) review of building repairs and maintenance issues;
- d) review of external areas;
- e) members to consider update of the broadband quotation (previously accepted but not feasible with BT Open Reach charges – new information awaited from Supreme Systems IT Support after more confusion by BT);

### COMMUNITY OFFICE:

- f) review of building repairs and maintenance issues;

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

- g) Old Railway Station – certificates awaited following recent inspections for boiler, electrical installation, fire extinguishers and for PAT testing (in all council buildings);
- h) review of building repairs and maintenance issues;

**Members' instructions are requested.**

## **2718. 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.**

## **2719. OTHER MATTERS FOR FUTURE AGENDA**

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

**Members' instructions are requested.**

*Date of next meeting: Thursday 6 January 2021 at 7 pm*

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