



Website: www.whitwickpc.org.uk

25 August 2020

To: The Chairman and Members of the Property Management and General Purposes Committee

(Cllrs Barker, Moulton, Straw and Woodward; Ms Colledge, Mrs Barker)
(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 **VIRTUALLY** at **7.00pm** on **Thursday, 3 September 2020** (*under Local Authorities (Coronavirus) Flexibility of Local Authority Meetings (England) Regulation effective 04.04.2020*) for the purpose of transacting the following items of business.

Yours faithfully

Cathy Tibbles, PSLCC
Parish Manager

Members of the public are welcome to attend and observe the meeting. Questions may be asked under the appropriate item if matters fall within the remit of the Committee.

AGENDA

Councillors will receive an email invitation to join the meeting, although the process below will also work. The public can join the meeting at: <https://us04web.zoom.us>

Meeting ID: 824 0180 5567 Passcode: 0309202011

Using the link above, you need to enter the Meeting ID and then the password. This will take you to the parish committee meeting (being admitted to a 'waiting room' until the meeting is ready to start).

If anyone is unable to access the internet then join by phone by dialling any of these numbers (but then use Meeting ID and passcode as above):
+44 203 481 5240 United Kingdom +44 203 901 7895 United Kingdom
+44 131 460 1196 United Kingdom +44 203 051 2874 United Kingdom
Public participation is limited to the item for Public Questions only. Time will also be limited for decision making so please help if you can by asking essential questions only.

NB –Park Hall remains CLOSED – this meeting is being held over the internet, in line with new legislation

Parish Manager: Cathy Tibbles, Whitwick Community Office, 3a Market Place, Whitwick LE67 5DT
(Tel: 01530 459527) (Email: clerk@whitwickpc.org)

AGENDA

2226. APOLOGIES FOR ABSENCE

2227. 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).

2228. PUBLIC QUESTION AND ANSWER SESSION

2229. MINUTES

To approve the minutes of the previous meeting held on 2 July 2020 (previously circulated).

2230. 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
- b) Bowls Link Councillor
- c) Allotments Link Councillor – Thornborough Road
- d) Allotments Link Councillor – Walkers Flats

PROJECTS

1. Whitwick Park Gates Repaired – *date awaited from NWLDC for work to be done and insurance company want completion date for invoice;*
2. Whitwick Park Entrance improvements – *comparative quotations required; should some shrubs be removed in preparation for this project, rather than just pruned as scheduled in September?*
3. The steps aside of Park Hall leading up to the grass area – *comparative quotations required;*
4. New Signage for the Pavilion/Green/Parking/Tennis Courts – *suggest inviting local company to visit site;*
5. Installation of Benches throughout the Village – *3 new benches have been delivered in readiness for when licence is granted by LCC; letter prepared to explain benefits of providing benches;*
6. Repairs to the Old Station Building – *quotations required; consider delegating to Parish Manager for urgent action;*
7. Installation of the Miners Memorial Seat in front of the Wheel – *information to be sent to LCC on design;*
8. Park Hall Heating serviced ready for the winter – *new company not offered date yet for undertaking service.*
9. Grit Bins – *set provisional date for unlocking, checking and re-filling;*

10. New Flag Pole -*quotation and comparative information enclosed; new contact suggested for Parish Manager to pursue 'neighbours' view;*
11. Memorial Garden in Whitwick Park

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

2231. HEALTH & SAFETY ADVISORY SERVICE

- a) Member to note that inspection visit took place on 17 August, with first visit made to the Old Railway Station and review visits to other buildings and Whitwick Park. Updated report awaited;
- b) Following a 5 year subscription service for professional H&S advice, members to consider renewal quotation or alternative provision if requested (information attached – members only).

Members' instructions are requested.

2232. OWNERSHIP & MAINTENANCE OF LAND BARR CRESCENT

At the request of District Cllr T Gillard, members to discuss this matter. Members to note the information previously circulated by the Parish Manager when approached to amend the contractors schedule of works. Summary of historical information provided by resident (supplied to members only).

Members' views are invited.

2233. LAND MATTERS – EXCEPT KGV LAND

Members to note the action list is awaiting updating (to follow later) and also consider:

ALLOTMENTS

- a) to note that allotments have remained open during the coronavirus pandemic, with guidance being followed as available;
- b) query by County on flytipping near to TRAS - checked by the Parish Manager and reported on 17 August to NWLDC Customer Services;
- c) any matters requiring attention/action by or for the management committees for Thornborough Road and Walkers Flats Allotments;

RECREATION/OPEN SPACES

- d) to note that under delegated powers, the Parish Manager has sanctioned preventative tree maintenance by WPD on trees adjacent to the power lines at Hilary Crescent.
- e) Playground repairs underway – extra supply of safety surfacing ordered, with Parish Manager approval but vandalism reported on 17 August with surfacing repair ripped out at Hermitage Road/Green Lane play area;
- f) to note that abuse and vandalism continue currently which impede the ability to make progress and on occasions cause services to be withdrawn;
- g) update of action taken by leisure group in response to report of nuisance/danger to walkers near to WPC.019 Car Hill Rock by numerous mountain bikers (information to members only);
- h) Memorial Policy is being drafted by Chloe to establish procedures for

residents to follow to purchase plaques for benches, donate plants or trees on parish land;

- i) enforcement action outstanding following instruction to Parish Manager, of boundary infringement at one open space;
- j) any other grounds maintenance matters from/undertaken by JR Landscaping (resolution of complaint by resident via NWLDC on maintenance issues but unable to contact directly);
- k) progress update by the Parish Manager on land matters previously agreed for action;

Members' instructions are requested.

2234. BUILDINGS' MANAGEMENT

Members to note the action list is awaiting updating (to follow later) and also consider:

- a. to note that insurance cover on buildings had been confirmed for those in regular use, with a referral by the brokers for other buildings with altered usage during coronavirus;
- b. the Parish Manager thanks staff, JR Landscaping, Whitwick Bowls Club and Whitwick Historical Group for the joint work in risk-assessing how community buildings can be safely used and future adaptations to use during the pandemic;

PARK HALL:

- a) Fire risk assessments received and diarised for next review;
- b) Notice Board awaiting installation by caretakers for outside the main entrance door;
- c) A new maintenance company is booked in to service the heating system at the end of September.
- d) no date agreed by new company for the periodic electrical inspection;
- e) review of building repairs and maintenance issues;
- f) review of external areas;
- g) to note that a councillor requested clarification from the Parish Manager to further understand the increase in business rates being levied on this building; information supplied that verbal notification had been received on 23 January 2020 by the District Council stating that the building had been reclassified as it was no longer a Youth Club and that Discretionary Rate Relief was no longer possible. As the parish council also paid rates on the Community Office, it was only possibly to have Small Business Rate Relief on one building – officers at NWLDC had looked at all possibilities but the increase on Park Hall would be significant and could not be mitigated. This was the reason for an increase from an expected £121 to £1110.28 from 1 April 2020, approximately 991% increase; since the last meeting a direct refund equivalent to 4 months rates payments had been received, in consideration of the building being closed during coronavirus pandemic.

COMMUNITY OFFICE:

- h) Fire risk assessments received and diarised for next review;
- i) review of building repairs and maintenance issues;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- j) Fire risk assessments received for both buildings and diarised for next review;

Members' instructions are requested.

2235. 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 (to follow later) and also consider:

WHITWICK PARK

- a) verbal report of an incident in early August with a dog being bitten by an adder – Parish Manager awaiting further information;
- b) great success with Coffee Connect initiative in Whitwick Park on Wednesday mornings in July/August, with much appreciation from visitors, positive comments about the park facilities and Rangers, and a good relationship being established;
- c) at the request of Cllr Collins, to consider suggestion of promoting a “look after our park” campaign, involving children and other park visitors. Suggestions to organise a poster competition “why I love my park” and then use this for publicity. The Parish Manager would welcome a targeted daily Coffee Connect during October half-term to reach children and young people, with potential for organising our own monthly parish outdoor coffee sessions to foster good relationship with park users. If supported then promotion arranged via council social media, posters, delivering leaflets, Community Voice etc.;
- d) painting of many items of play equipment undertaken during the enforced closure and weekly playground inspections had been maintained during lockdown;
- e) members already informed by the Parish Manager of frequent reports of breaches of the signed closures due to risk of coronavirus;
- f) to note the difficulties of the Parish Manager, with limited resources, to interpret the changing national guidance and complete the risk assessment on re-opening playgrounds (5 sites) and outdoor equipment (2 sites); new signage printed but ripped down and metal signs under investigation as the coronavirus pandemic remains a long-term situation requiring management;
- g) to note the remaining tree work in the park had been completed, with the felling of the four poplars in July. The tree surgeon had verbally confirmed there was no evidence found of any nests in the poplar trees; stump grinding has been completed bar one stump which is in a border. It requires an empty car park to complete this.
- h) At the request of District Cllr S Gillard, members to consider if a review should be undertaken of the previous decision to discontinue private access to Whitwick Park for residents living at Park View.
- i) a hirer has declined the opportunity to do fitness activities in the park (within guidelines and no shared equipment); an organisation from a neighbouring parish (unable to use their normal Village Hall) enquired about use of tennis courts for a fitness activity but this was declined (under delegated powers) as it would deprive our visitors from the chance to play tennis, which was a popular amenity;
- j) progress update by the Parish Manager on land matters previously

agreed for action;

PARSONWOOD HILL (part)

- k) unauthorised use of the field by a sporting business was noted during a site visit in August and request made to the organisation to supply safety information for retrospective consideration
- l) no other new matters for consideration;

2236. OTHER MATTERS FOR FUTURE AGENDA

Members to suggest other land matters for consideration at the next meeting. Two reports are outstanding from the Parish Manager – benefit of biodiversity training and potential for logging all current parish nature assets to help develop a plan; ideas explored for Community Orchard planting and fruit trail utilising a combination of parish open spaces, existing resources, even residents gardens following a helpful site visit by Henry Pearson, a recently appointed County Forestry & Arboriculture Officer.

Members' instructions are requested.

Date of next virtual meeting: Thursday 1 October 2020 at 7 pm