



Website: www.whitwickpc.org.uk

29 November 2019

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

(Cllrs Barker, Moulton, Straw and Woodward; Ms Colledge, Mr Pulford)

(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 December 2019 at Park Hall, Whitwick Park, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

Cathy Tibbles, PSLCC
Parish Manager

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

AGENDA

2031. APOLOGIES FOR ABSENCE

2032. 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).

2033. PUBLIC QUESTION AND ANSWER SESSION

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

2034. MINUTES

To approve the minutes of the previous meeting held on 7 November 2019 (previously circulated).

2035. 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

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

2036. QUOTATIONS FOR TREE INSPECTIONS AND SURVEY REPORTS ON PARISH OPEN SPACES

In order to fulfil the risk management responsibility of the parish council, members to consider extending invitations to tree specialists to inspect trees under the council's ownership (except Whitwick Park) and provide detailed reports, with clear details of recommended works and the timescales for completion. Members to confirm the preferred timing of this survey and clarify the open spaces to be included.

Members' instructions are requested.

2037. LAND MATTERS – EXCEPT KGV LAND

Members to consider action list (as appended) and the following items:

ALLOTMENTS

- a) To note the contents of the current management agreements/agreed review dates (information to follow)
- b) consideration of any matters requiring attention/action by or for the management committees for Thornborough Road and Walkers Flats Allotments;

RECREATION/OPEN SPACES

- c) any other grounds maintenance matters from/undertaken by JR Landscaping;
- d) update on transfer of covenant on re-sale of former parish land;
- e) progress update by the Parish Manager on land matters previously agreed for action;

STREET FURNITURE

- f) update on the licence application to be submitted to Leicestershire County Council for new bench locations at Hall Lane, Thornborough Road and Leicester Road/St Bernards Road junction, with additional sites to be consulted with residents;
- g) update on request for memorial plaques;
- h) update on grit bin installation on parish land, supply of salt/sales of rocksalt from the Community Office, waiting list requests for suggested new locations;
- i) update on the licence application to be submitted to Leicestershire County Council for new grit bins at Clarke Close;

OTHER MATTERS FOR FUTURE AGENDA

- j) Members to suggest other land matters for consideration at the next meeting

Members' instructions are requested.

2038. BUILDINGS' MANAGEMENT

Members to consider action list (as appended) and the following items:

PARK HALL:

- a) review of building repairs and maintenance issues;
- b) review of external areas;

COMMUNITY OFFICE:

- c) review of building repairs and maintenance issues;
- d) update on the potential solution for copier malfunctions;

PAVILION/TOILETS, OUTBUILDINGS and OTHER BUILDINGS:

- e) review of building repairs and maintenance issues;

OTHER MATTERS FOR FUTURE AGENDA

- f) members to suggest other building matters for consideration at the next meeting

Members' instructions are requested.

2039. LAND MATTERS – KING GEORGES FIELD

As Trustees, members to consider action list (as appended) and the following items:

WHITWICK PARK

- a) Whitwick Park Improvements Link Councillor – to consider information for suggested improvements to Whitwick Park (Cllr Moulton);
- b) to formally consider how to fund the extension to safety surfacing that is needed for inclusive access roundabout, as funded by Woodstock In Whitwick (information to follow for members only);
- d) progress update by the Parish Manager on land matters previously agreed for action;

PARSONWOOD HILL (part)

- c) review of fencing installation now completed at Parsonwood Hill recreation space;
- d) to review the tree work scheduled to coincide with the above fencing work – removal of two trees and one dead limb;

Members' instructions are requested.

Date of next meeting: Thursday 2 January 2020 at Park Hall 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 7 November 2019 at 7.00 pm at Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Cllrs P Moulton [Items 2000-2009(c) only], J Straw, R Woodward; Ms S Colledge

In Attendance:

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

No members of the public

2000. APOLOGIES FOR ABSENCE

Absent: Mr T Pulford.

2001. DECLARATIONS OF INTEREST

Cllr A Barker declared a disclosable non-pecuniary interest in Walkers Flats Allotment Society as a signatory on some transactions.

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

Cllr J Straw declared a disclosable non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group.

Cllr P Moulton declared a disclosable non-pecuniary interest in matters regarding the Bowls Club as a member and a non-pecuniary interest in matters affecting Whitwick Historical Group as the Link Councillor.

Later in the meeting Cllr Moulton declared a non-pecuniary interest in Item 2006 as he knew one of the contractors that had submitted a quotation.

2002. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2003. MINUTES

Resolved: That the minutes of the meeting held on 10 October 2019 be approved and signed as a correct record.

2004. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

Resolved: That the following actions be taken/noted:

- a) **Playground Working Party Report:** no meeting had been held since the last report. See Item 2009(c) for consideration of quotations.
- b) **Bowls Link Councillor:** No report.
- c) **Allotments Link Councillor – Thornborough Road:** No report.
- d) **Allotments Link Councillor – Walkers Flats:** No report although members were aware that the first AGM had been held.

A member registered their strong disappointment when no reports were received from link councillors.

There were no matters to refer to full council at this stage.

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

2005. REVIEW OF INCOME CHARGES 2020/2021

Resolved: That the income charges continue to remain unchanged, being the same charges levied in 2015/16, with the exception of the individual Bowls Season Ticket (£44.10) and the casual users Bowling Fee (£2.80 per hour) which should be abolished due to lack of custom. Any casual users of the Bowls Green would be encouraged by the parish council to join Whitwick Bowls Club. Allotment Management groups would be asked to confirm their current plot sizes and arrangements.

2006. APPOINTMENT OF PREFERRED TREE CONTRACTOR

Cllr Moulton declared a non-pecuniary interest as he knew one of the contractors that had submitted a quotation.

Resolved that:

- a) the quotation from Tindle Tree Care for £6,760.00 be accepted to undertake essential and remedial work to trees within Whitwick Park, in accordance with BS3998 and on the provision of the Risk Assessments and Method Statements. Whilst four other quotes had been received, of varying prices, when compared to other companies for the scale of works involved, the depth of knowledge demonstrated, the thorough approach shown (including TPO process), the attention to safe working, experience with other local authorities, the understanding that complete works were beneficial in the longer term (which would address omissions from the tree report), the approval of this contractor was deemed to present best value and should be our preferred contractor. A discount was also applied for undertaking the works now, rather than on a phased basis, with stump removal also arranged to enhance opportunities for future replanting. A quotation for emergency work at Stinson Way to remove a dangerous willow tree was also accepted for £290.00, which additionally included removal of an adjacent branch and young but severely damaged silver birch tree;
- b) the council would seek a more comprehensive full tree survey for all remaining open spaces (quotations required) to fulfil its risk management responsibility;
- c) that Tindle Tree Care be the preferred contractor for future tree works, subject to availability to fulfil the requirements of the council in a timely manner.

Cllr Moulton stated this was not the contractor that he had declared an interest with.

2007. LAND MATTERS – EXCEPT KGV LAND

Resolved: That the following actions be taken/noted:

ALLOTMENTS

- a) Following discussion, members felt they should refresh their knowledge of allotment agreements;
- b) Noted that the hedge cutting had been done at Thornborough Road Allotment site by JR Landscaping;

RECREATION/OPEN SPACES

- c) the Chairman reported the co-ordinates had been done for the bench locations previously agreed, with additional suggestions to be listed for future consideration (Brooks Lane by bus shelter opposite Howe Court; Loughborough Road opposite junction with Swannymote Road between wall

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

- and road); benches in new locations would also be beneficial at Whitwick Park;** local knowledge and experience of members would aid pre-assessment of suitability; the first request for a memorial plaque on a new bench had been received and **the Parish Manager would endeavour to source a supplier;**
- d) concerns had been expressed regarding irregular grass-cutting at Car Hill Rock which would be discussed with the contractor and **a review of scheduled cuts for 2020 to be explored;** an apology had been given by the Parish Manager to a local resident regarding a park security issue; **a review meeting by members with the contractor was requested;**
- e) no update available on the transfer of covenant on the re-sale of former parish land;
- f) the Parish Manager said progress on some matters was very slow but with grateful assistance from councillors on two matters she reported that installation notices had been issued at 4 grit bin installations; the revised Terms of Reference had been typed and would be submitted to council for approval; the delay to the introduction of byelaws meant a consequential delay to plans for some open spaces;

OTHER MATTERS FOR FUTURE AGENDA

- g) **the opportunity for 3 potential funding applications to MCHLG for playground/park enhancements were discussed, with the matter being referred to full council to seek a volunteer to draft an application for up to £25,000 at both Hilary Crescent and Holly Hayes playgrounds and £15,000 at Car Hill Rock for leisure enhancements.** Members noted this would need prompt attention to apply by 31 December, with projects completed (or commenced) before 31 March 2020, working in partnership with the District Council who may hold the funding if applications were successful.

2008. BUILDINGS MANAGEMENT

Resolved: That the following actions be taken/noted:

PARK HALL -

- a) the potential extension of the cancellation clause in the hire regulations (for use by the council in civil emergencies, etc) was discussed, prior to consideration by council when it would review arrangements for Operation London Bridge;
- b) decorating of the entrance hall was due to start soon and the Parish Manager would ask when the installation of the door protectors would be completed; the hirer's heating complaint was considered but all radiators were hot and seemed to be working normally; fire extinguisher service was being scheduled for all necessary buildings;
- c) no matters raised for external areas;

COMMUNITY OFFICE

- d) the quote to repair/replace coping stones and clearance of rubble was still awaited;
- e) the photocopier company had offered to take the machine to their workshop and work until they solved the paper jamming/copy quality problems, with a loan machine being brought over. A new alternative company was suggested if quotes were required.

PAVILION/TOILETS, OUTBUILDINGS AND OTHER BUILDINGS

- f) the Historical Group were using new heating settings at the Railway Station and positive comments had been received; the Parish Manager had not yet made

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

progress with the roof problem;

OTHER MATTERS FOR FUTURE AGENDA

g) none.

2009. LAND MATTERS – KING GEORGES FIELD

As trustee of the Whitwick Park (King George’s Field) Charity, members resolved that the following actions be taken/noted:

WHITWICK PARK

- a) Cllr Moulton, as Link Councillor for improvements to Park grounds, was still researching suggestions for improvements to the path to the tennis courts and for better egress from the fire exit doors of Park Hall; members noted the new wider access gates would benefit from a diagram to help wheelchair visitors use them;
- b) to note that the extremely generous donation of £6,650 from Woodstock in Whitwick had been presented to the Council Chairman and **resolved that a letter of thanks should be sent;**
- c) **resolved to accept the quotation from Contractor B of £4,899.00 for an inclusive access roundabout + £1,715.00 for delivery and installation at Whitwick Park;** the Parish Manager would arrange a site meeting to discuss arrangements;

[Cllr Moulton left the meeting at 8.38 pm.]

- d) **resolved to accept that exhaustive research had concluded that there were no restrictive enforceable covenants relating to use of alcohol at Whitwick Park/Park Hall,** noting that events with alcohol would require the appropriate TEN application to be made to the relevant licensing authority;

PARSONWOOD HILL

- e) noted that the new fencing installation by NWLDC delayed from August had just been scheduled for the following Monday (11 November) which unfortunately would be when the school was open; assurances had been given to the Parish Manager that having a late start would avoid clashing with school traffic; the short notice made it difficult to notify neighbours but the school would be contacted as soon as possible and a site meeting held quickly;
- f) to note that NWLDC would now be removing two diseased trees and one dead limb at the site;
- g) no other matters for a future agenda.

Full signature of Chairman: Date:

The meeting terminated at 9.04 pm.

[Cllr Moulton left the meeting at 8.38 pm.]

Date of the next meeting: Thursday 5 December 2019 at 7 pm

	B	C	D	E
78	ACTION LIST/MATTERS PENDING		Updated: 29 November 2019	Notes
79		North St 'historically maintained' land	Pursue Possessory Title - Nick Hancox instructed, await NWLDC reply, chase email sent 23/06	Statement supplied by Jason Knight (NWLDC) 05/18. Reply from Nick Hancox for council. Signage produced (in-house) for display on site.
80		Prop Cttee's recs and actions following site visit and agreed by PC (Min No 68), namely:	WPC.010 Green Lane/Herm Rd offer licences to residents who have access onto land; review litter/dog bin provision	
81	439a 040917	Bench Installation	Apply for licences for necessary locations if Highway land. Provisional Site meeting arranged for 9 October with LCC.	Consult with residents in chosen locations. Letters drafted and maps being produced.
82	434 (ix) & 777 081118	Whitwick Park	New signs on lamp posts and produce flyers for vehicles left in car park. Review NWLDC letters used on unauthorised cars left overnight. Owners to retrieve when park opens next morning. Signage to be displayed. Cars Parked at Owners Risk signs needed. Successful implementation on 01/04/19 by JR Landscaping. Process worked.	Assess who is using car park and for what reasons. Parish Manage to arrange asap. NWLDC req. to send letter 6/12. Reminded again on 21/12/18. Received 01/19
83	436g(iii) 040917	Land and Property	Investigate planning obligation for open space at Elms, following resident views on facilities	Cathy to review when possible.
84	500j 091117 975j 230519	Land and Property	Arrange valuation on land requested by resident for possible purchase to extend his garden. Valuation Office declined to submit quote as too busy. Alternative quote for valuation to be sought from a local estate agent. Update to be sent to residents to explain reason for delay.	update resident with preliminary response of PC. Contact made with Valuation Office to get quote July 2018. Maps sent Sept. Reply awaited. Office quoted for full site visit(s) (contrary to our specification as not required) and then declined to quote as too busy.
85	594f 080318	Buildings	Assessment to be undertaken on whether parish council need to have legionella testing done	
86	594f 080318	Buildings	Undertake Risk Assessment on visitors to council buildings being accompanied by dogs/children.	
87	594h 080318	Community Office	COSHE sheets needed for cleaning products (copied from Park Hall records) and photocopier toner	Caretaker requested to copy for P Hall. Caretaker left. Repeat upon new appointment.
88	669 170518	Whitwick Park	Circulate quotes to members for new water tank (Bowling Green) & Parish Manager to take delegated decision; inform Club that 25% contribution was requested (with time to pay/fundraise); the Club confirm commitment to seek grant funding for prior agreed aims; the Club to increase membership with support from Parish Council for publicity and promotion. The Council accept the invitation to play a friendly match with the Club (date to be agreed).	part completed. Part outstanding for Club
89	680k 120718	Land	New signage to be commissioned for all sites when parish byelaws are brought into effect.	Budget allocated for 19/20
90	680n 120718	Land	Seek to appoint a specialist contractor to undertake tree inspections and work from April 2019. Not enough quotes received. Deferred to approach more suppliers. Deferred again - insufficient replies on 050919	Budget allocated for 19/20. Deferred to 20/21. Survey to be agreed and scheduled urgently
91	711l 130918	Land	Notify resident that in principle request to purchase small piece of land is approved but larger areas of land declined. Arrange valuation. Valuation Office declined to submit quote as too busy. Alternative quote for valuation to be sought from a local estate agent. Update to be sent to residents to explain reason for delay.	Letter sent. 01/19 Resident still wants valuation quote. PM to chase
92	778c 081118	Park Hall	2 small folding tables (3 feet long) to be purchased to give flexibility for hirers	Chloe to source and order, checking with Kelvin if unclear
93	778i 081118	Pavilion/Bowls Green	broken and missing signs - 'keep off the roof' and put up 'keep off the green' to make it clear that bikes and dogs were not allowed.	Laminated signs insufficient. Order to be made for permanent signage.
94	843 100119	Finance	Make budget provision to enable asbestos survey, legionella assessment to be done on all buildings	
95	843 100119	Finance	Seek alternative contractor to repair Railway Station post or cost alternative solution	
96	843 100119	Finance	Make budget provision for fencing at WPC.019, as advised for H&S reasons	20/21 budget
97	845b 100119	Land and Property	Install 5mph signs in Whitwick Park for entrance drive and car park.	To be ordered asap.
98	845d 100119 & 101019	Land and Property	Create designs for whitelining to highlight speedbumps on drive, disabled parking bay by Park Hall entrance door, give way markings adjacent to the island, 'no parking' lines in passing bay and quotes for this + surface repairs to parts of the driveway/top driveway by gates/path by bowls green. Creation of pedestrian footpath up the driveway.	PMGP Committee delegated to lead project (06/19)

	B	C	D	E
99	252(e) 975e 230519	Tree Management	Work with NWLDC to establish tree maintenance schedule on parish land to deal with tree issues and mitigate problems in future CANCELLED AS INFO NOT PROVIDED IN TIME	Paul Ashmore to respond. Due in early 2018. Date for inspection awaited. Report needed by end October. Report received on 08/04/19. To be assessed and clarification sought on tree locations (no map, assets all called 0001). GPS data requested again via NWLDC on 29/05/19. Committee to then review areas raised by residents.
100	895h 140319	Pavilion	vandalism to the (Bowls Green) walls be repaired; that the outstanding repair from last year to the rail by the pavilion entrance be completed by the District Council;	Parish manager to get quote from NWLDC. Parish Manager to request repair done by 31/3/19. Quote not received.
101	896c 140319	Whitwick Park	Signage agreed (wording and locations) to show no overnight parking allowed. Speed limit signage also to be ordered.	Parish Manager to action. Need to measure diameter of lighting columns.
102	140319 974d 230519	Whitwick Park	request update from neighbour regarding planting of replacement hedge taken out for fencing. Alternative Option suggested by neighbour and accepted by Committee that if fencing was cladded the hedge would not be required due to extra space now available for GM vehicles and increased bowls club parking (whose members should avoid parking on the grass).	19/3/19 Resident called to explain delay due to work taking longer than expected to finish but still planned. Taking advice on right time to plant so if out of season will be delayed, with apologies. Parish Manager to write and confirm that requirement to re-instate holly hedge is cancelled.
103	972a 230519	Playgrounds	Invite young visitor to design poster to help council canvass views of all young people and schools and visitors about current/future provision of parish playgrounds	
104	972c	Finance	Parish Manager to request NWLDC to confirm if money was received this year from central governments £13 million funding package for parks and green spaces (which excluded parish councils) and to ask for an allocation for Whitwick in line with views expressed by Rishi Sunak MP (Minister for Local Government) who envisaged this funding should be shared with parishes who had parks needing remedial work and renovation	
105	973b 230519	Park Hall	Pass Caretaker's phone number to JR Landscaping, revise the hire leaflet for customers, provide staff contact numbers to all committee members (for emergency liaison contact)	
106	973e 230519	Park Hall	order blackout blinds for windows at Park Hall and then review level of lighting (decline blinds on fire doors due to safety/design issues)	
107	973g 230519	Whitwick Park	Monitor level of vandalism with stones being put down public toilets - close toilets when incidents occur to prevent total blockages	
108	974a 230519	Whitwick Park	Parish Manager to write to young resident requesting goal nets and explain vandalism, arson and H&S issues that caused removal. Cllr Moulton to investigate further for solution	
109	982c 070619	Buildings	Cllr Moulton to investigate quotes/designs to provide safe and improved disabled access to the external area by the fire doors, which would also improve facilities for all hirers NOT to be included in the capital project to improve the main entrance;	Amended to be separate project on 101019
110	982e 070619	Buildings	The Community Office interior should be decorated by the caretaking team after completing Park Hall	
111	982i 070619	Buildings	Cllr Moulton and Cllr Woodward to check wiring at the Railway Station was ok for new light fittings, check the style of the fuse board; the Parish Manager to check the last building survey for any electrical information and the areas of responsibility in the current tenancy agreement; quote accepted by Lockwells for new fittings for £669.30 +VAT, with the potential for a green grant to be applied for from NWLDC. Grant acknowledged. Approval given 16/09/19. Work completed October 2019.	
112	983b 070619	Whitwick Park	improved signage needed to tennis courts to show revised entrance	
113	983e 070619	Street Furniture	Purchase 6 bins, as agreed design and arrange identifying labels to be printed. Labels received 17/09/19	
114	983e 070619	Street Furniture	Council to consider 3 priority street locations for consultation and application to LCC by summer deadline.	New deadline - 31/3/20 (no legal charge temporary only)
115	983h 070619	Open Spaces	Purchase 3 benches in readiness for installation, from earmarked reserves. (1 additional bench to be available for memorial basis).	January delivery anticipated.
116	1018b 110719	Street Furniture	Licence application for benches to be submitted to LCC for the locations agreed at Hall Lane, Thornborough Road and Leicester Road/St Bernards Road junction.	Consult neighbours (by parish council) and submit to LCC for approval
117	1018b 110719 & 2007c 071119	Street Furniture	Opportunity for donations from public for a memorial plaque to go on a bench (in a location of the council's choosing). Potentially £50 per plaque or full cost of bench if only 1 plaque wanted for £200.	Rates agreed £50, £100, £200 +cost of plaque. Plaque design agreed. 1st enquiry known.
118	1018e 110719	Trees	Parish Manager to extend search for tree companies due to poor response. Seek quotes for work at Whitwick Park to provide like for like comparison. Decision deferred	
119	1019c 110719	Comm Office	Need to replace missing coping stones and removal of old rubble behind outer walls- JR to be requested to do this	passed to JR 19/7
120	1019f 110719	Railway Station	Quotation accepted for labour to install electrical fittings and upgrade to LED £245	
121	1020a 110719	Whitwick Park	Quote noted but deferred for new bespoke kissing gates at jilley at rear of park	
122	1020a 110719	Whitwick Park	Insurance claim submitted but quotes not obtained yet for repairs to entrance gates. Heras fencing required to maintain overnight locking.	

	B	C	D	E
123	4020e 110719	Whitwick Park	Quote for £375 for remedial safety work to metal play equipment accepted, with wood/metal paint at £42 per tin being mixed and purchased in bright green, yellow and red. Additional green paint to be purchased for outbuilding doors to be painted.	passed to JR 19/7
124	4020d 110719	Parsonwood Hill	Final price agreed for fencing (as previously outlined) plus 2 kissing gates, 1 closing gate at £17,954	passed to P Ashmore 12/7. Installed 15/11/19
125	1020e 110719	Parsonwood Hill	Quote for NWLDC tree work to be undertaken to allow fencing works to take place, costing £380 as outlined at site meeting.	passed to P Ashmore 12/7
126	1050a 050919	Playgrounds	Resolved that future installations should, where possible, be more fully inclusive for all abilities.	NB Annual Inspection Reports since received and used for basis of meeting and any remaining priority action points listed to be re-assessed
127	1050a 050919	Playgrounds	Pre April 2019 repairs to safety surfacing (by previous contractor) required improvement and alternative edging styles to be considered to reduce future trip hazards	
128	1050a 050919	Open Spaces	Simple trial of Wildflower seed planting to take place on The Elms. Parish Manager to notify neighbours before any works commence and confirm removal of child's seat	
129	4050b 050919	Bowls Green	Meeting offered with contractor to Bowls Group	
130	4051b 050919	Open Spaces	Site meeting with LCC to consider locations for benches at Hall Lane, Thornborough Road, and Leiceser Road/St Bernards Road	
131	4051f 050919	Asset Transfer	Recommend to Council that District Council offer of car park (Swannymote Road + others) be refused	
132	1051g 050919	Open Spaces	Obtain quotations for simple fencing at Gracedieu Road (Car Hill Rock) to reduce run-off accident risk	
133	1051h 050919	Community	Invite local children to be involved in future flower planting;	
134	4053a 050919	Whitwick Park	Contact JR Powneys at Coalville to seek a quote to repair the front entrance gates and other railing panels	
135	1053e 050919	Policy	Parish Manager to draft a policy outlining process for requests for scattering of cremated remains on parish land	
136	4077a 101019-2009b 071119	Playgrounds	Donation confirmed from Woodstock in Whitwick to pay for inclusive access roundabout in Whitwick Park	Donation received £6,650. Letter of thanks to be sent
137	4078a 101019	Allotments	Report to be submitted to council outlining role/process of appointing a Link Councillor	
138	1078b 101019	Street Furniture	Consult immediate neighbours at Perran Avenue, Thornborough Road and Leicester Road/St Bernards Road junction and invite all suggestions for more locations	
139	4078b 101019	Street Furniture	invite residents who had links to existing memorial benches (transferred to the parish) to come forward with contact and/or background information to archive for future councils	
140	1078d 101019	GM Contract	request made for the irrigation tank to be drained (but the pump to remain wet); some modifications may be requested by the Committee to the GM specification for April 2020 onwards and the aim was to decide this in December;	
141	1079c 101019	Community Office	engage a window cleaner monthly	
142	4079g 101019	Railway Station	the Group to set the heating at a minimum of 16° to reduce the condensation problems	
143	1079g 101019	Railway Station	members suggested two local contractors to be approached to check the roof;	
144	2005 071119	Finance	Hire Charges held for another year. No increase. 2 charges abolished as not used.	Inform groups and hirers before 010420
145	2006a 071119	Open Spaces	Free Quotation accepted and preferred contractor in place.	Accept quote and arrange works. 1 tree felled as DDD. Application for works under TPO needed for 2 trees at Park. Notify unsuccessful contractors
146	2006b 071119	Open Spaces	Tree surveys required for all other Open Spaces (not Whitwick Park)	
147	2007a 071119	Allotments	Members to refresh knowledge of allotment agreements	Clarify T&C that two sites are operating under.
148	2007c 71119	Street Furniture	additional locations for suggested benches - in parish and in park	
149	2007d 071119	Open Spaces	Review scheduled cuts for 2020. Meet with GM contractor	
150	2007g 071119	Funding	Opportunity for grant applications to MCHLG for park/playground enhancements. Volunteer to be sought for £65,000 applications	Cllr Spence volunteered on 21/11/19
151	2009c 071119	Whitwick Park	Quotation accepted for £4899 + £1715 delivery and installation.	