



Website: www.whitwickpc.org.uk

31 October 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, 7 November 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

2000. APOLOGIES FOR ABSENCE

2001. 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).

2002. 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)

2003. MINUTES

To approve the minutes of the previous meeting held on 10 October 2019 (previously circulated).

2004. 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.

2005. REVIEW OF INCOME CHARGES 2020/2021

To consider current charges and agree rates for next financial year (see attached).

Members' instructions are requested.

2006. APPOINTMENT OF PREFERRED TREE CONTRACTOR

To note the report from the Parish Manager and consider:

- a) quotations from tree specialists to undertake essential and remedial work to trees within Whitwick Park (information to follow when all is received);
- b) to fulfil risk management responsibility and agree schedule for a full tree survey of remaining open spaces should be undertaken (quotations required);
- c) to consider appointment of a preferred contractor based on the information available or to shortlist and invite guests to a future meeting and discuss our trees;

Members' instructions are requested.

2007. LAND MATTERS – EXCEPT KGV LAND

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

ALLOTMENTS

- a) consideration of any matters requiring attention/action by or for the management committees for Thornborough Road and Walkers Flats Allotments;
- b) to note the hedge cutting at Thornborough Road Allotment site is being scheduled by JR Landscaping;

RECREATION/OPEN SPACES

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

OTHER MATTERS FOR FUTURE AGENDA

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

Members' instructions are requested.

2008. BUILDINGS' MANAGEMENT

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

PARK HALL:

- a) Review of licence conditions for events (see also Item 2009 d)
- b) review of building repairs and maintenance issues;
- c) review of external areas;

COMMUNITY OFFICE:

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

PAVILION/TOILETS, OUTBUILDINGS and OTHER BUILDINGS:

- f) review of building repairs and maintenance issues;

OTHER MATTERS FOR FUTURE AGENDA

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

Members' instructions are requested.

2009. 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 note the generous donation of £6,650 donated by Woodstock in Whitwick, set aside for a specific use (see below);
- c) to formally consider quotations (summarised below) for inclusive access roundabout, as recommended by Woodstock In Whitwick:
 - Contractor A £4,800.00 +delivery and installation;
 - Contractor B £4,899.00 + £1715.00 for delivery and installation;
 - Contractor C £4675.00 + £275.00 delivery only, no installation price.
 - Contractor D Recommended different equipment – not quote for roundabout
- d) Review of covenants for events;
- e) progress update by the Parish Manager on land matters previously agreed for action;

PARSONWOOD HILL (part)

- d) following confirmation of details on 12 July, the planned installation in August was cancelled; revised to 14 October (half-term) but delayed again, and further installation date is still awaited from NWLDC;
- e) to note that tree work has still not yet been undertaken by NWLDC (due to delays with fencing above) – date awaited for removal of two trees and one dead limb;

Members' instructions are requested.

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

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MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 10 October 2019 at 8.00 pm at Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Cllr P Moulton; Ms S Colledge, T Pulford

In Attendance:

Mrs. C Tibbles, Parish Manager

1 member of the public

1073. APOLOGIES FOR ABSENCE

Cllr R Woodward.

1074. DECLARATIONS OF INTEREST

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

Cllr A Barker declared a disclosable non-pecuniary interest in Whitwick Historical Group as he was a member and 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.

1075. PUBLIC QUESTIONS AND ANSWER SESSION

No questions asked.

1076. MINUTES

A minor amendment to the minutes was suggested by the Parish Manager. **Resolved: That the minutes of the meeting held on 5 September 2019 be approved as a correct record, without any alteration.** The Parish Manager would amend circulation lists for minutes to include non-councillor members and it was hoped the delivery problems with emails could be resolved.

1077. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

Resolved: That the following actions be taken/noted:

- a) **Playground Working Party Report:** Since the last meeting, the Parish Manager had circulated the comprehensive annual inspection report and recommendations made by the new company. A site meeting had been held for members at Whitwick Park with the Contract Manager and the areas highlighted for improvements in the Inspection report were thoroughly checked. Many items awaiting repairs could have been completed earlier if the spare parts ordered in June had arrived promptly. As soon as they were received, the repairs listed for swings, frames and skatepark ramps would be addressed. It was also noted that locations/proximity of some items to each other were not ideal and noted as a 'low risk' but these related to installations made before the playgrounds were transferred to the parish council. Following an update by Ms Colledge, **members noted the substantial donation from Woodstock in Whitwick would be made at the presentation**

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event on 19 October to pay for the purchase and installation of an inclusive access roundabout in Whitwick Park. Ms Colledge undertook to forward the quotations to the Parish Manager for consideration at the next meeting. Other plans and action points remained outstanding.

b) **Bowls Link Councillor:** No report. Members noted the Club had held their AGM.

c) **Allotments Link Councillor – Thornborough Road:** No report.

d) **Allotments Link Councillor – Walkers Flats:** No report.

[Whitwick Park Improvements Link Councillor: see 1080 (a).]

No matters to refer to full council at this stage.

1078. LAND MATTERS – OTHER LAND

Resolved: That the following actions be taken/noted:

ALLOTMENTS

a) Following consideration of recent communications and actions, members **resolved that the Parish Manager prepare a report for consideration by council which would clarify the role/process of appointing a Link Councillor to local groups**; the Walkers Flats Management Committee were holding their AGM on Thursday 24 October at Park Hall and invitations had been sent to eligible persons;

RECREATION/OPEN SPACES

b) the Projects Working Party had met with 4 officers from Leicestershire County Council on 9 October, with valuable and positive information being shared. **Resolved to now consult with immediate neighbours in previously agreed locations at Perran Avenue (Hall Lane), Thornborough Road and Leicester Road/St Bernards Road junction and to invite councillor suggestions for 3 further locations so that a combined licence application could be made to the County Council soon**; the Parish Manager confirmed that 3 benches were in process of being ordered and installation process clarified with either slab or concrete bases being required; **resolved that residents who had links to existing memorial benches (transferred to the parish) be invited to come forward with contact and/or background information**; detailed location maps would be required, with photos, and the Chairman volunteered to work with the office to clarify locations; the public would be invited to pay for memorial plaques on benches (up to 4 per bench) and potentially other equipment;

c) members considered the summary of the responses from tree contractors but as only one company had yet confirmed a site meeting, further information was suggested by members and would be followed up by the Parish Manager; decision again deferred;

d) noted the purchase of 4 new metal sign casings/replacement covers for use by JR Landscaping for permanent display locations (initially in the Park); bulbs were being planted and summer bedding was being removed; members reported some signs had been vandalised/removed at other open spaces, with residents volunteering to display replacements when produced by the office; an update was given on the Bowls Green maintenance that had been undertaken and a 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;

e) due to staff holidays, most matters previously decided were still awaiting action;

OTHER MATTERS FOR FUTURE AGENDA

f) no other land matters were suggested for the next meeting. Members wished to

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continue with the agenda format and headings, which were suiting current needs.

1079. BUILDINGS MANAGEMENT

Resolved: That the following actions be taken/noted:

PARK HALL -

- a) the decorating was nearly completed but following public concerns about use of the projector at meetings, members felt that returning to paper agendas would be worthwhile and the projector utilised for other images when appropriate;
- b) the guttering had been cleaned by the caretaker;

COMMUNITY OFFICE

- c) the quote to repair/replace coping stones and clearance of rubble was awaited; **resolved to engage a window cleaner monthly for the community office;**
- d) confirmation noted that the broadband was installed and working under Utility Warehouse but maintenance issues with the photocopier were unresolved and a quotation had been received for a new machine. Staff would need to be sure that any new machine would not face the same difficulties and Ms Colledge offered to make enquiries. Cllr Moulton requested details of monthly usage and would also make enquiries;

PAVILION/TOILETS, OUTBUILDINGS AND OTHER BUILDINGS

- e) the potential flushing problem at the Pavilion would be reviewed for the new season;
- f) the new LED lighting had been installed at the Railway Station and a letter of thanks received from the Historical Group who appreciated the work of Cllr Moulton and staff in getting the work done quickly that had made such a difference for the members;
- g) the Link Councillor reported to members that the damp problem downstairs had returned but following discussion, Cllr Moulton would instruct the Group to set the heating at a minimum of 16° to reduce the condensation problems; members suggested two local contractors to be approached to check the roof;

OTHER MATTERS FOR FUTURE AGENDA

- h) none.

1080. 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) noted the confirmation of installation by Secure-a-Field for widening the existing kissing gates to give disabled access; to note that Cllr Moulton would research quotes for improvements to the path to the tennis courts and for better egress from the fire exit doors of Park Hall to utilise the adjacent grass area;
Cllr Moulton, as Link Councillor for improvements to Whitwick Park main entrance, said the repairs to the drive with installation of a new pedestrian path would be the initial priority so that planting could then be enhanced with renewal of the line marking too;
- b) to note that the annual playground inspection report would provide a useful schedule of works for JR Landscaping; a repair would be made next week on the pothole in the driveway;

PARSONWOOD HILL

- c) noted that the new fencing installation by NWLDC delayed from August was still

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not ready so could not be undertaken at half-term as agreed; the Parish Manager was concerned about a delay to the next school holiday so the Chairman offered to enquire at the school on what the current usage was by pupils to see if an earlier alternative was possible; neighbours would be notified about the works and NWLDC would need to avoid movements during drop off/collection times;

- d) to note that NWLDC had not undertaken the removal of two diseased trees and one dead limb at the site, which instead would now be done on day one of the fence installation;
- e) no other matters for a future agenda.

Full signature of Chairman: Date:

The meeting terminated at 9.35 pm.

Date of the next meeting: Thursday 7 November 2019 at 7 pm

Item 2005

Review of Hire Charges & Income

Fees and charges from 1 April 2020 to be agreed – No increase from 2015/16 figures.

Description	2019/20 Fee (from 1 April)
Annual Garden Extension Licences (none currently)	£30.00
Annual Licence to use land (none forecast)	£200.00 (or review on application)
Allotments:	
Full plot	£29.00
Half plot (Discount for retired plot holders – 50%) (Note: There are 24 plots at Walkers Flats, some of which are divided into small plots. At Thornborough Road there are 16 large plots and 40 small plots.)	£17.00
Bowling Green:	
Bowls Club season, including over 60's	£1000.00
Individual season ticket (no income ever rec'd)	£44.10
Casual Users (no income in 2015/16)	£2.80 per hour
Hire Charges – Park Hall and Pavilion	
Hourly rate all customers (normal minimum 2 hours)	£10.00
Railway Station Lease (annual charge to 2025)	£1.00
Tennis Courts:	
Singles Match Doubles Match	Free of charge

Item 2007/2008/
2009

	B	C	D	E
62	ACTION LIST/MATTERS PENDING		Updated: 1 November 2019	Notes
63		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.
64		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	
65	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.
66	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
67	436g(iii) 040917	Land and Property	Investigate planning obligation for open space at Elms, following resident views on facilities	Cathy to review when possible.
68	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.
69	594f 080318	Buildings	Assessment to be undertaken on whether parish council need to have legionella testing done	
70	594f 080318	Buildings	Undertake Risk Assessment on visitors to council buildings being accompanied by dogs/children.	
71	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.
72	660 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
73	680k 120718	Land	New signage to be commissioned for all sites when parish byelaws are brought into effect.	Budget allocated for 19/20
74	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
75	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
76	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
77	778l 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.
78	843 100119	Finance	Make budget provision to enable asbestos survey, legionella assessment to be done on all buildings	
79	843 100119	Finance	Seek alternative contractor to repair Railway Station post or cost alternative solution	
80	843 100119	Finance	Make budget provision for fencing at WPC.019, as advised for H&S reasons	
81	845b 100119	Land and Property	Install 5mph signs in Whitwick Park for entrance drive and car park.	To be ordered asap.
82	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
83	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.
84	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.
85	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.
86	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 clad 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.
87	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	
88	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	
89	973b 230519	Park Hall	Pass Caretaker's phone number to JR Landcaping, revise the hire leaflet for customers, provide staff contact numbers to all committee members (for emergency liaison contact)	
90	973c 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)	
91	973g 230519	Whitwick Park	Monitor level of vandalism with stones being put down public toilets - close toilets when incidents occur to prevent total blockages	
92	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	
93	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 10/10/19
94	982e 070619	Buildings	The Community Office interior should be decorated by the caretaking team after completing Park Hall	
95	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.	
96	983b 070619	Whitwick Park	improved signage needed to tennis courts to show revised entrance	
97	983e 070619	Grit Bins	Purchase 6 bins, as agreed design and arrange identifying labels to be printed. Labels received 17/09/19	
98	983e 070619	Grit Bins	Council to consider 3 priority street locations for consultation and application to LCC by summer deadline.	
99	983h 070619	Open Spaces	Purchase 2 benches in readiness for installation, from earmarked reserves. (1 additional bench to be available for memorial basis).	
100	1018b 110719	Benches	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
101	1018b 110719	Benches	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.	Publicise in Community Voice/website. Council to agree set rates/process?
102	4018c 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	
103	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
104	4019f 110719	Railway Station	Quotation accepted for labour to install electrical fittings and upgrade to LED £245	
105	4020a 110719	Whitwick Park	Quote noted but deferred for new bespoke kissing gates at jitty at rear of park	
106	1020a 110719	Whitwick Park	Insurance claim submitted but quotes not obtained yet for repairs to entrance gates. Heras fencing required to maintain overnight locking.	

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107	1020c 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
108	1020d 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
109	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
110	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
111	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	
112	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	
113	1060b 050919	Bowls Green	Meeting offered with contractor to Bowls Group	
114	1061b 050919	Open Spaces	Site meeting with LCC to consider locations for benches at Hall Lane, Thornborough Road, and Leiceser Road/St Bernards Road	
115	1061f 050919	Asset Transfer	Recommend to Council that District Council offer of car park (Swannymote Road + others) be refused	
116	1051g 050919	Open Spaces	Obtain quotations for simple fencing at Gracedieu Road (Car Hill Rock) to reduce run-off accident risk	
117	1051h 050919	Community	Invite local children to be involved in future flower planting;	
118	1063a 050919	Whitwick Park	Contact JR Powneys at Coalville to seek a quote to repair the iron entrance gates and other railing panels	
119	1053e 050919	Policy	Parish Manager to draft a policy outlining process for requests for scattering of cremated remains on parish land	
120	1077a 101019	Playgrounds	Donation confirmed from Woodstock in Whitwick to pay for inclusive access roundabout in Whitwick Park	
121	1078a 101019	Allotments	Report to be submitted to council outlining role/process of appointing a Link Councillor	
122	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	
123	1078b 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	
124	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;	
125	1079c 101019	Community Office	engage a window cleaner monthly	
126	1079g 101019	Railway Station	the Group to set the heating at a minimum of 16° to reduce the condensation problems	
127	1079g 101019	Railway Station	members suggested two local contractors to be approached to check the roof.	
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