



Website: www.whitwickpc.org.uk

2 January 2019

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

(Cllrs Barker, Howe, Moulton and Woodward)

(copied to all parish councillors for information)

Dear Councillor

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

Yours faithfully

A handwritten signature in black ink that reads "Cathy Tibbles". The signature is written in a cursive style.

Cathy Tibbles
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

838. ELECTION OF CHAIRMAN (this meeting only)

839. APOLOGIES FOR ABSENCE

840. 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).

841. PUBLIC QUESTION AND ANSWER SESSION

842. MINUTES

To approve the minutes of the previous meeting held on 8 November 2018 (copy previously circulated).

843. ANNUAL REVIEW – BUILDINGS AND LAND

Members to consider the report following the annual review of the H&S Consultant (see enclosed report by Parish Manager).

Members' instructions are requested.

844. BUILDINGS MANAGEMENT

Members to consider:

PARK HALL:

- a) review of building repairs and maintenance issues;
- b) review of external areas and relaying of slabs on entrance pathways (work scheduled);

COMMUNITY OFFICE:

- c) additional filing cabinet now in use (purchased second hand);

PAVILION/TOILETS, OUTBUILDINGS and OTHER BUILDINGS:

- d) members to consider issues from the November break-in that took place and receive update on pending insurance claim awaiting submission;
- e) vandalism occurred to public toilets on 12 December with damage to pipework;
- f) vandalism occurred to new fencing in December and between Christmas/New Year – this installation has not yet been completed and
- g) review of building repairs and maintenance issues;
- h) members to note special mould paint treatment has been applied at the Railway Station although this will not solve the cause of the damp problem, hopefully being assisted by regular use of central heating;

OTHER MATTERS FOR FUTURE AGENDA

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

Members' instructions are requested.

845. LAND MATTERS – KING GEORGES FIELD

Members to consider:

WHITWICK PARK

- a) update by Parish Manager on boundary issue(s) with neighbours – replacement of holly hedge due to be planted by resident at North Street by 26 January;
- b) following a complaint, the Parish Manager suggests consideration of a 5mph speed limit to be established and promoted;
- c) provision of a location for composting by new contractor to be agreed in principle,
- d) whitelining of car park to highlight speedbumps, provision of additional disabled parking by at Park Hall entrance, give way markings adjacent to island, no parking signage/markings in passing bay;
- e) agreement of wording for new car park signage (samples to view at the meeting);
- f) following a complaint, the Parish Manager investigated use of pesticides by contractors;

PARSONWOOD HILL (part)

- g) following reply to a resident, Parish Manager to inform members on request to reconsider decision about changes to access points;

- h) Western Power Distribution – update by Parish Manager if new information is received on work to underground electricity cables;

846. LAND MATTERS – OTHER LAND

Members to consider:

ALLOTMENTS

- a) update by any Link Councillors who represent the parish on the management committees for Thornborough Road and Walkers Flats Allotments;

BYELAWS

- b) update from NWLDC regarding creation of parish byelaws for protection of open spaces (information to follow if received);

RECREATION/OPEN SPACES

- c) tree survey still in progress by NWLDC and no indication when report will be received;
- d) no update available on boundary issue regarding tree(s) after a concern raised by neighbouring resident until tree survey information is received;
- e) to note that councillors made a site visit to resident adjacent to the former parish land at The Dumps and helpful explanation received of limited scope of works being undertaken;
- f) quotation still awaited on valuation charge to be borne by resident(s) requesting purchase of small piece of land to extend gardens;
- g) displaying missing signage on some sites to identify parish ownership continues;
- h) any other grounds maintenance matters undertaken by NWLDC Grounds Maintenance Team;
- i) update by Parish Manager on handover arrangements planned for new contract period to be undertaken by JR Landscaping & Property Maintenance (after 01/04/19);
- j) progress update by the Parish Manager on land matters previously agreed for action;

OTHER MATTERS FOR FUTURE AGENDA

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

Members' instructions are requested.

Date of next meeting: 10.00 am on Thursday 14 March 2019 at Park Hall

WHITWICK PARISH COUNCIL – 3 January 2019

PARISH MANAGER'S REPORT

I offer the following additional information for your perusal, prior to your consideration at the meeting. **Members' instructions are required.**

Health and Safety Annual Review Meeting – 3 December 2018

This meeting took place and was discussion based initially, followed by visits to Community Office, exterior of Railway Station, Park Hall, Whitwick Park and Car Hill Rock. Explanations received about delays to the software updates. Not able to comment on multiple keys for access and suggested insurers may advise.

Asbestos survey needed on all buildings to identify any locations where asbestos may be present and safe management for all who come into contact (staff, contractors, visitors). Survey to cover Park Hall, Pavilion, Toilets, outbuildings, Railway Station, Community Office. Merisons may be able to advise on any asbestos in Community Office as they undertook the refurbishment.

Legionella Assessment needed on all buildings to identify and define correct management processes that should be followed.

Risk Assessment needed for Stress Management of staff (policy for Stress for Councillors currently in draft and being reviewed).

The following topics were ruled out as not relevant to operations: catering not undertaken, no vehicles owned by council, bars not operated and no licensed cellar responsibilities, towers not owned or used by council staff.

PARK HALL:

Ladders purchased and stored in outbuildings.

Ladder training done by staff and signed records shown.

Risk Assessment/review needed for cleaning the guttering and details of the process used.

Risk Assessment/review needed for Manual Handling

Training Sheet suggested for Caretakers detailing use of hazardous substances (e.g. written instruction not to drink bleach). Staff to sign that copy is issued and will be followed.

Bullying and Harassment Policy – reminder to staff about following policy.

COMMUNITY OFFICE:

Display Screen Assessments done for two staff and signed records shown.

Fire Action Notice – suggestion that format could be improved as quite 'wordy' and not following standard 'blue' design. Parish Manager explained that no 'assembly point' sign is located at Co-op as the building is not owned by the parish council.

PAVILION/TOILETS, OUTBUILDINGS and OTHER BUILDINGS:

Pavilion – external visual check only (time taken in park);

Bowls Club to confirm design of Pavilion Fire Action Notice to Parish Manager;

Suggested 4 handrails be installed at side of 2 sets of steps that lead to Bowls Green – Parish Manager willing to research information and undertake risk assessment;

Railway Station – external visual check only (no access available);

Action: ask Whitwick Historical Group to ensure signage and location for the Gas Shut Off point is given to the Parish Manager;
Whitwick Historical Group to confirm design of Railway Station Fire Action Notice to Parish Manager;
Committee to review unused exit door which leads to external gated area – corner post is deteriorating and quote not forthcoming for cost of repair so alternative action may be possible;

LAND and OPEN SPACES

Parish Manager was questioned about certificates for playgrounds – explained that possibly on new installations (if handover meeting takes place) but normal arrangement is for weekly written inspection reports to be received and annual inspection by an alternative Inspector takes place and reports given;

Fencing is advised to prevent anyone over-running the raised land by the stone wall at one site;

A written report has not yet been received and this report is compiled from my notes. (Possible that software update is required before a report is accessed – no timescale offered for this to happen, originally scheduled for 2017/early 2018.)

Cathy

Cathy Tibbles
Parish Manager