



Website: www.whitwickpc.org.uk

30 March 2017

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 **12 noon on Thursday, 6 April 2017** at the **Park Hall, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

Parish Manager

NB - Opportunity for members to have pre-update information from the Parish Manager prior to the meeting and view changes within the Hall from 11.45 am.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

3. DELEGATED POWERS

Chairman to remind members of the delegated powers as agreed by Council on 19 January 2017 (details previously circulated).

4. BUILDINGS MANAGEMENT

PARK HALL - Following recent changes, members to consider:

- a) interim measures for management of the Hall and meeting the needs of hirers;
- b) anticipated time frame to review interim measures;
- c) review of recent improvements made inside the Hall (i.e. relocation of floor spillage materials, stock items, introduction of Premises Log Book for H&S and Business Recovery,

- d) request for further improvements (i.e. store room high level shelving, blinds, trial of grey floor paint to mask boundary areas, restoration of office accessibility, additional equipment to improve facilities);
- e) review/establishment of booking protocols for consistent council management of hire bookings, re-assessment and comparison of hire regulations (to be tabled for future review), review of working practices to meet/conclude outstanding H&S recommendations (outline target dates);
- f) new request by hirer for storage of equipment at the Hall;
- g) review of draft letter consulting neighbours regarding lighting improvements needed for safety of visitors to the Hall (to follow or to be tabled);
- h) arrangement for repair to door alignment / noting of security improvements;
- i) confirmation that waste contract has been initiated for 240 litre bin, emptied fortnightly from 5/4/17 – security locks to be purchased by the parish council.
- j) other matters as highlighted by members for future agenda;

COMMUNITY OFFICE:

- k) review of recent improvements made inside the Office (i.e. relocation of furniture, revision of noticeboard content, prevention of accidental disclosure of sensitive information; purchase of stock items, introduction of Premises Log Book for H&S and Business Recovery;

PAVILION

- l) timing to be considered of Electrical Inspection on Pavilion as required under changing legislation;
- m) introduction of Premises Log Book for H&S and Business Recovery.

Members' instructions are requested.

5. LAND MATTERS

Additionally, following identification of the specific items below, members to confirm their availability for a site meeting with the Parish Manager (either prior or post 6 April – please email your preferences) so that progress can be prioritised and/or further instructions issued on the following land matters:

- a) Re-assessment of trees at boundary of Whitwick Park, following a complaint to NWLDC;
- b) Quote awaited from NWLDC for tree reduction at Ashford Road/Thomas Road (action recommended November 2016 and requested March 2017);
- c) re-assessment of land boundary with 77 Tressall Road (agreed for this year);
- d) undertake initial assessment of land boundary with 81 Tressall Road (deferred from December 2016) to enable council to consider resident's request;
- e) design options for benches has been previously agreed by council (see attached). Land ownership for 3 of the 5 suggested locations has been outlined as:

Hermitage Road - appears to be parish council land

(bench previously located there over 10 years ago).

Thornborough Road –land owned by Leicestershire County Council

Hall Lane – NWLDC unsure of ownership but possibly the Church
(Update required on two other locations.)

Budget provision will need to be identified and NWLDC has previously quoted for the supply and installation of benches - council to establish timescale to

- proceed/review further;
- f) cleaning of benches at Cademan Street and School Lane;
 - g) With the recommendation of the Parish Manager (in light of her previous experience) and should the council wish to continue past practice by NWLDC, members to consider neighbour request for access across parish land at Hermitage Road to enable tree maintenance works to be carried out – formal written process would be established in advance of any permission being granted to ensure clear understanding of public safety, relevant professional insurance, protection of the council, prevention of incident risk and acceptance of liability and reparation for any damage that may occur. Should the Parish Manager be delegated authority to approve this and future requests, with liaison support from the council's grounds maintenance contractors, members are additionally advised that in the event of inclement weather or adverse conditions, the right of access could be refused, delayed or otherwise re-arranged without acceptance of liability.

Members' instructions are requested.

6. MANAGEMENT OF ALLOTMENTS

- a) **THORNBOROUGH ROAD** Members to note that £19 income has been paid to the council after the letting of a former vacant plot. Cash was processed on this occasion in the absence of a bank account yet in operation by the group.
- b) **WALKERS FLATS** Members to note that contact information for all tenants is held by NWLDC and still awaited, prior to the council being able to set the provisional date for meeting with interested parties to elect a self-management committee and possibly outline draft timetable for establishment of own arrangements.
- c) **ALLOTMENT LAW AND CASE STUDIES**
Member to note special feature on allotments in The Clerk (March edition - SLCC Journal) which is recommended for reading - available on request to the Parish Manager.

Members to note the above information.

7. COMMITTEE TO REVIEW OUTSTANDING ACTION POINTS

Further to the final review by the Parish Manager of the outstanding action point list (see attached), members are asked to highlight any amendments/ corrections as necessary. Guidance from members on key priorities would be welcome.

Members' instructions are requested.

8. GROUNDS MAINTENANCE WORK, REPAIRS & PARK CLOSING

- a) Confirmation that NWLDC undertake tree survey every 3 years and this is due to take place in 2018;
- b) Parish Manager to update members on anticipated invoice for cumulative minor repairs; potential liability for previous bollard repairs;
- c) If Park Improvement Meetings were to be re-introduced periodically by NWLDC, the Parish Manager has indicated that the parish council would wish to be actively involved.

- d) Members to note the park closing procedures by NWLDC, including action if vehicles are still in the car park when gates are due to be locked.

Members to note the above information.

9. BOWLS CLUB AND 2017

GUEST: Steve Barkby, Chairman of Bowls Club has been invited at 1 pm to attend this part of the meeting

- a) Members to note the current groundwork being prepared for the start of the season (previously circulated), provisionally commencing on 29 April;
- b) Members to note annual licence and invoice is ready to issue to the Club Chairman;
- c) confirmation awaited of contact details for the new Secretary;
- d) Club is required to supply details of the fixtures to the Council as soon as this is finalised for all Sections and matches but must be prior to the start of the season;
- e) Clarification of licence conditions and areas of mutual concern;
- f) other matters as highlighted by members for future agenda.

Members' instructions are required.

Date of next meeting and frequency: to be confirmed