



**Website:** [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

2 November 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 **10.00 am on Thursday, 9 November 2017** at the **Park Hall, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

Cathy Tibbles  
Parish Manager

## **AGENDA**

### **492. APOLOGIES FOR ABSENCE**

### **493. 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).

### **494. PUBLIC QUESTION AND ANSWER SESSION**

### **495. MINUTES**

To approve the minutes of the previous meetings held on 4 September 2017 (previously circulated with Council agenda for 21 September 2017).

### **496. TERMS OF REFERENCE**

Members to review the amended Terms of Reference, following a change to Standing Orders by the council. Committee to submit any suggested revisions to Council for consideration and approval. (Information to follow).

#### **497. REVIEW OF PARK HALL HIRE REGULATIONS AND BOOKING PROTOCOLS**

Following management of bookings and hirers, member to discuss, review and possibly expand the regulations to balance the needs of hirers and the council. Topics to consider: use of Hall address for correspondence; banners/posters on parish council land and buildings; banners/posters on other land; use of decorations (inside and outside the building); penalty for late departures; minimum hire period; timing of payments; extra capacity for theatre style layout (extra chairs to be purchased); Bank Holiday opening availability; H&S briefing for hirers in advance, on site in kitchen; right to refuse hire and to inspect during hire period. All staff have been invited to comment and any views expressed will be reported by the Parish Manager. (Current regulations previously circulated/available on parish website. Revised draft regulations attached for consideration).

**Members' instructions are requested.**

#### **498. REVIEW OF WHITWICK PARK MANAGEMENT**

Following the adoption of the measures in the Discussion Paper (circulated in September), members to be updated on the new measures put in place, review effectiveness, explore ASB issues and note the legal advice received on the Law of Tort/Protection of Freedoms Act 2012. (Information previously circulated to members by email).

**Members' instructions are requested.**

#### **499. BUILDINGS MANAGEMENT**

Members to consider:

##### PARK HALL:

- a) building repairs and maintenance;
- b) review of external areas;
- c) consideration of any requests/suggestions for further improvements – radiator guards;
- d) review of outstanding H&S recommendations;

##### COMMUNITY OFFICE:

- e) to note an additional filing cabinet to be purchased to provide secure storage for records under data protection regulations);
- f) ratification of recommended change to new supplier for electricity from British Gas to SSE, which was undertaken by the Parish Manager to obtain best price from quotations;

##### PAVILION/TOILETS AND OUTBUILDINGS:

- g) review of outbuildings and current usage/future possibilities;
- h) members to consider site meeting with specialist company to explore options for potential controlled access of public toilets

#### OTHER MATTERS AS HIGHLIGHTED BY MEMBERS FOR FUTURE AGENDA

**Members' instructions are requested.**

## 500. LAND MATTERS

### WHITWICK PARK

- a) Installation date awaited for goal mouth artificial turf and agreed groundworks to alleviate pooling - members to assist with provision of skip when work commences;
- b) Playground repairs: response by Wicksteed to the deterioration of the surfacing under the new junior equipment in the park;

### ALLOTMENTS

- c) update by the Parish Manager or Link Councillors who represent the parish on the management committees for Thornborough Road and Walkers Flats allotments;

### OTHER LAND

- d) Consider quotation from NWLDC for essential replacement of play area fencing at Robinson Road and making good to safety surfacing (see attached). Ratification may be required by full council as budget virement will be required if approved.
- e) consider quotations from NWLDC for new bench supply and installation, some of which will be subject to a 'licence to cultivate' from the County Council;
- f) consideration of any other grounds maintenance matters undertaken by NWLDC Grounds Maintenance Team;
- g) request for site meeting by resident to view neighbouring tree (work previously declined by parish council);
- h) potential for refurbishment of notice board in Market Place (near to the post box) for community use, possibly in conjunction with Stephenson College;
- i) request by resident for refurbishment of memorial benches in memory of his great Uncle (location to be established);
- j) consideration of an approach by a resident who wishes to extend the domestic garden (see attached map). Parish Manager to outline the background to this request at the meeting. (If members wish to inspect the site, this may take place the day before the Committee meeting – please confirm your availability to the Parish Manager to agree a time.)
- k) progress update by the Parish Manager on land matters previously agreed for action;

### OTHER MATTERS AS HIGHLIGHTED BY MEMBERS FOR FUTURE AGENDA

**Members' instructions are requested.**

Date of next meeting: 10.00 am on 11 January 2018 at Park Hall