



*All minutes are deemed as draft until formally approved and signed*

**MINUTES of the MEETING of the PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on Thursday 3<sup>rd</sup> October 2024 at 7.00pm, at Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leicestershire LE67 5DB**

**Committee Present:**

Councillor A Barker (Chairman), Councillor P Casson, Councillor P Moulton, Councillor R Woodward, Councillor A Roach, Mrs A Barker.

**Officer's Present:**

Sharon Kaye (Parish Clerk), Hollie Seager (Deputy Clerk)

**Public Present:**

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**3705 APOLOGIES**

Apologies for absence were received from Ms J McNeice.

**RECEIVED AND NOTED** by the Committee.

**3706 DECLARATIONS OF INTEREST**

Cllr Woodward declared Whitwick Historical Group, Whitwick Quarry, Holly Hayes Wood as non-pecuniary interests.

Mrs A Barker declared a registerable interest as a member of Whitwick Historical Group.

Cllr A Barker declared a registerable interest in all matters relating to North West Leicestershire District Council as a District Councillor of the Hermitage Ward, a registerable interest as a Director of Holly Hayes Wood, a member of the Whitwick Historical Group, a registerable interest as a signature on Walker Flat Allotments.

Cllr P Moulton declared a registerable interest in Whitwick Historical Group as a Link Councillor and a member, Whitwick Bowls Club as a Link Councillor and as a member, Thornborough Road Allotment Society as a Link Councillor, Walker Flat Allotment Society as a Link Councillor, Whitwick Action Group as a member, and all matters relating to Northwest Leicestershire District Council as a ward member for Thornborough Ward.

Cllr P Casson had nothing to declare.

Cllr A Roach had nothing to declare.

**3707 MINUTES**

Two amendments were requested before the meeting. Mrs A Barker name to be changed from Tilly Barker to Audrey Barker. Meeting title from Council Meeting to Property Management and General Purposes. Amendments made and the final minutes were presented at the meeting. On the motion of Councillor R Woodward, seconded by Cllr A Roach.

**RESOLVED:** That the minutes of the Property Management & General Purposes Committee on Thursday 5<sup>th</sup> Sept 2024 be approved as a true and correct record and signed by the Chairman.

**3708 PUBLIC PARTICIPATION SESSION**

No members of the public present.

CHAIRS INITIALS:.....

DATE:.....

**3709 CHAIRS REPORT**

The Chairman mentioned he attended the site visit at the toilets with Parish Manager and Deputy Clerk on Tues 1<sup>st</sup> Oct.

**3710 JR LANDSCAPING & PLANTERS – APPENDIX B&C**

Village planters have taken a decline in their appearance over the months. We need to understand why and what the contract states regarding the planting scheme in line with the seasons and the maintenance requirements/commitments.

**RESOLVED:** Parish Clerk and Deputy Clerk to review the contract and arrange a meeting with the groundwork contractor to identify what should be being done, at what times and regular maintenance checks in line with KPI's.

**3711 REMEMBRANCE GARDEN PLANTING SCHEME 2025**

It was recommended we investigate a garden designer/planting designer for the memorial garden.

**RESOLVED:** Get three quotes for a planting design/scheme.

**3712 ALLOTMENT AGREEMENTS**

a) Walkers Flats, Thornborough Road – (2 management agreements)

Minutes from the 4<sup>th</sup> of April 2024 a working party was agreed comprising of Cllr A Barker, Cllr P Moulton & Mrs A Barker to finalise a unilateral management agreement.

Email sent 03/10/2024 requesting a meeting with both allotment societies proposed for 24/10/2024 or 28/10/2024. Once a response is received a formal agenda will be written and sent.

**3713 PROPERTY BUDGET 2025**

To receive recommendations for items to be added into the precept budget to be considered for next year.

- i) Bowling pavilion windows
- ii) Bowling pavilion doors
- iii) Railway station boiler relocation
- iv) Railway station damp issues
- v) Community office relocation
- vi) Whitwick Park public toilets
- vii) General repairs / dilapidation funds for Parish Council property and equipment
- viii) Play areas

**3714 LAND MATTERS UPDATE – King George's Field**

*N.B. When acting as a charity trustee, it must always put the interest of the charity before the interests of the Parish Council*

To receive and note the Parish Manager's report for items below:

**WHITWICK PARK**

a) Painting on mural wall – there has been no contact from the building owner. This is a priority to be repaired for Remembrance Day.

**RESOLVED:** Get three quotes from roofers/guttering specialists for box guttering for the length of the mural wall.

b) Pathway Surface update

**RESOLVED:** Pathway installed 01.10.2024. good feedback received from residents. Remove from Agenda.

**CARR HILL ROCK**

a) Treehouse and Rope swing – thank you to Cllr Barker, Cllr Moulton & Cllr Roach for removing the treehouse and rope swing.

**RESOLVED.** Remove from Agenda.

### **3715 BUILDINGS MANAGEMENT UPDATE – All Owned Buildings**

To receive and note the Parish Manager's report for items below:

#### **PARK HALL**

- a) Thermostats reposition – Thermostat is currently in the hallway of park hall therefore as the door is often open and closed it is only detecting the temperature of the hallway. It is also running the heating seven days a week when no-one is in occupancy of the building. It was recommended to get quotes to reposition the thermostat into the main hall, and also look into getting an app that we can control the heating by, so when the park hall is not in use, we can turn the heating down and therefore save money on the bill. It was noted that we need wifi in the building to be able to use a "nest" type control system.

**RESOLVED:** To get quotes from plumbers/electrician to re-site the thermostat.

#### **PAVILION, TOILETS, OUTBUILDINGS AT WHITWICK PARK**

- b) Repairs to toilet doors – Site visit completed by Cllr A Barker, Mrs Barker, Parish Clerk and Deputy Clerk on 1<sup>st</sup> October 2024. Recommended that we restore the first two toilets (men's and women's/disabled)

Suggested that we speak to the caretakers to clean and repaint the toilets.

**RESOLVED:** Get three quotes for plumbing to be looked at. Get quotes for new secure locks on the doors.

#### **OLD RAILWAY STATION**

- c) Damp problems/ongoing work – Preserva CCS came out to review the damp. We are awaiting their final report. They confirmed there is damp present in three areas and work will need to be done on the inside of the building. However, there is some external building work that needs to be considered, gutters need cleaning, roof tiles, flashing and chimneys need reviewing and some remedial works to be completed before the internal works take place. A quote was received from a roofing contractor, the councillors confirmed that chimney work and flashing had been completed two years ago.

**RESOLVED:** It was agreed to speak to the original contractor to confirm the dates of the work and seek two more quotes from roofing/guttering specialists.

- d) Boiler Update – Boiler was repaired by the Contractor with the replacement part sent by BAXI. Unfortunately, the boiler has ceased working again and is now leaking.

**RESOLVED:** The contractor is to go back to the boiler on 09/10/2024 to inspect the issue.

#### **ROBINSON ROAD/BRIDLE ROAD**

- a) Bridle Road – fencing fixed.
- b) Robinson Road – we have received numerous complaints regarding the bird fencing, images were shown, and it was recommended we remove the entire bird fencing.

**RESOLVED:** Groundwork contractor to be contacted to remove it.

### **3716 PROJECTS UPDATE**

To receive and note the Parish Clerk's report for items below:

- a) Provision of CCTV in conjunction with NWLDC – Still awaiting a response from Paul Collett. Cllr Moulton volunteered to speak to the team at NWLDC to nudge them for a response.

- b) Memorial arch – The arch needs to have some plates fabricated to bolt to the bottom legs.

**RESOLVED:** get quotes from local fabricators with availability asap to get the arch erected for Remembrance Day.

### **3717 DATE OF NEXT MEETING**

Thursday 5<sup>th</sup> December 2024 7pm

**FULL SIGNATURE OF CHAIR:..... DATE:.....**

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CHAIRS INITIALS:.....

DATE:.....