



*Whitwick Community Office, 3a Market Place, Whitwick, Coalville, Leics LE67 5DT  
Phone: 01530 459527 Email: [clerk@whitwickpc.org.uk](mailto:clerk@whitwickpc.org.uk) Website: [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)*

26<sup>th</sup> June 2025

**To: The Members of Property Management and General Purposes**

(Chair Cllr Tony Barker, Cllr Phil Casson, Cllr Peter Moulton, Cllr Andy Roach and Cllr Ray Woodward)

Dear Chairman and committee members,

**NOTICE OF PROPERTY MANAGEMENT AND GENERAL  
PURPOSES MEETING  
WHITWICK PARISH COUNCIL**

I hereby give notice that the next extraordinary meeting of Whitwick Parish Council will be held at:

**Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville,  
Leicestershire LE67 5HB on**

**Thursday 3<sup>rd</sup> July 2025 at 7.00pm**

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

**The public and press are invited to attend meetings of the Parish Council.**

In accordance with The Openness of Local Government Bodies Regulations 2014 the meeting may be recorded by any form of audio, visual or electronic means.

**To view the full agenda, please visit [www.whitwickpc.org](http://www.whitwickpc.org) or contact our office team for a copy on 01530 459527 or email [clerk@whitwickparishcouncil.gov.uk](mailto:clerk@whitwickparishcouncil.gov.uk).**

Yours faithfully,

Sharon Kaye  
Parish Clerk

*Whitwick Community Office, 3a Market Place, Whitwick, Coalville, LE67 5DT Phone: 01530 459527 Email: [clerk@whitwickparishcouncil.gov.uk](mailto:clerk@whitwickparishcouncil.gov.uk) Website: [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)*

## **AGENDA**

**1. APOLOGIES**

To receive apologies for absence.

**2. DECLARATIONS OF INTEREST**

To receive any declarations of interest regarding any agenda items.

**3. PUBLIC PARTICIPATION SESSION**

To receive representation and questions from the public in respect of items of business on the agenda.

**4. MINUTES – APPENDIX A**

To approve and sign the minutes of the Property Maintenance and General Purposes Committee meeting held on Thursday 5<sup>th</sup> June 2025.

**5. CHAIRS REPORT**

To receive a report from the Chair, if any.

**6. PLANT SCAPE PLANTERS – APPENDIX B**

To receive and approve the proposed Spring Planting Scheme 2026.

**7. ENCROACHMENTS OF PARISH LAND**

To update and approve action on land encroachment.

**8. PARISH WARDEN REPORTS – APPENDIX C**

To present the last two months of Parish Warden reports to the Committee.

**9. PLAYGROUND INSPECTIONS UPDATE – APPENDIX D**

To present any updates on inspection spreadsheet.

**10. NOTICEBOARDS – APPENDIX E**

a) For the village to display posters and events on NOT meeting

**11. 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 Deputy Clerk's report for items below:

**WHITWICK PARK**

To note and approve action on the following items:

- a) Repair and repaint of rocking horse
- b) Painting of red, yellow and green equipment at Whitwick Park

**12. PROJECTS UPDATE – APPENDIX F**

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

- a) Projects in progress/progressing
- b) Future dated projects

**N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.**

Standing Order 5.8 states: Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted.” The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.



\*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

## **Property Management and General Purposes Meeting**

### **5<sup>th</sup> June 2025 7pm**

**Meeting Date:** 5<sup>th</sup> June 2025

**Meeting Location:** Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

**Meeting Start Time:** 7:01 PM

**Councillors Present:**

- Cllr Anthony Barker (Chair), Cllr Audrey Barker, Cllr Phil Casson, Cllr Andy Roach, Cllr Ray Woodward, Cllr Peter Moulton.

**Officers Present:**

- Sharon Kaye, Parish Clerk
- Hollie Seager, Deputy Clerk

**Public Attendees:**

- 3 members of the public
- Jackie McNeice (non-council PMGP member)

### **ELECTION OF CHAIRMAN FOR 2025/26**

Cllr Anthony Barker to stand as chair again.

Proposed by Cllr R Woodward.

Seconded by Cllr P Casson.

Unanimous vote. All in favour.

**The council RESOLVED that Cllr Anthony Barker will remain as chairman of PMGP committee for 2025/26.**

### **APOLOGIES**

No apologies received

### **DECLARATIONS OF INTEREST**

Cllr Anthony Barker declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a District Councillor.

Cllr Audrey Barker declared a **registerable interest** in

- anything related to Whitwick Historical Group

Cllr Woodward declared a **registerable interest** as

- a Director of Holly Hayes Woods
- a member of Whitwick Historical Group
- a member of the Whitwick Quarry Liaison Group.

Cllr Moulton declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a District Councillor.

Cllr Casson had nothing to declare.

Cllr Roach had nothing to declare.

## **PUBLIC PARTICIPATION SESSION**

No comments from members of the public.

## **MINUTES – APPENDIX A**

Minutes of Property Maintenance and General Purposes Committee meeting held on Thursday 13th March 2025.

On the motion of Cllr P Moulton, seconded by Cllr A Roach. All in favour.

**The council RESOLVED that the minutes of the meeting of the Property and General Purposes committee held on Thursday 13<sup>th</sup> March 2025 be confirmed as a true record and signed by the Chair.**

## **CHAIRS REPORT**

No report from the Chair.

## **JR LANDSCAPING**

Deputy Clerk and Parish Clerk presented the maintenance schedule spreadsheet they had been working on. This is now broken down into annual contract cost by Whitwick Parish Council land area (WPC numbers) It has also been requested of JR Landscaping that their invoicing is simplified. All contracted costs that are carried out monthly to be invoiced each month in 12 equal amounts. Any additional items carried out will be invoiced on each invoice that is applicable.

## **PLANTSCAPE PLANTERS**

Deputy clerk informed members that the planters are due for installation on 24<sup>th</sup> June 2025.

The watering will be carried out once a week, of an evening/night, therefore no disruption to residents or highways.

## **ENCROACHMENT OF PARISH LAND – TABLED**

The Deputy Clerk presented a table of information to the members to show the findings of the land title deeds and numbers and ownership information related to the properties.

This item was deferred by the Chair until a separate discussion had been had between all councillors to decide the action moving forward.

Deputy Clerk to contact NWLDC legal department for the transfer of land documents.

On the motion of Cllr P Moulton, seconded by Cllr P Casson. All in favour.

**The council RESOLVED to defer this item until information from NWLDC had been received.**

## **BRIARS WAY & WHITWICK PARK ROUNDABOUT STONING – TABLED**

The Deputy Clerk presented the quote from the builders' merchants to stone and membrane the area at the side of Briars Way entering the park, and to stone and membrane the roundabout at Whitwick Park Hall ready for the installation of the planters.

On the motion of Cllr P Casson, seconded Cllr A Roach. All in favour.

**The council RESOLVED to accept and approve the quote and move the work to be completed.**

## **PARISH WARDEN REPORTS – APPENDIX C**

Deputy Clerk presented the last two months of the Parish Warden walk-round reports to members to note for information only.

Cllr A Barker requested that the Deputy Clerk send a map of the four Parish Warden areas to all members for their information.

IF any items get reported to LCC, the monthly update report we receive from them with the status of work is to be sent round to all members and copy the current County Councillor in.

## **PLAYGROUND INSPECTION REPORTS – (TABLED)**

Deputy Clerk presented the last 5 months inspection reports completed by the playground inspector. The reports came to 112 pages long, too large to add as an appendix item, therefore the Deputy Clerk had broken these down into a spreadsheet of findings ranked in priority order for the members to view and

tabled this at the meeting. The Deputy Clerk will update the register monthly and send to all members if there are any updates.

**The council RESOLVED to approve the work that needed to be completed on the findings.**

## **MAINTENANCE TASK LIST AND BLOCKERS**

Routine maintenance jobs that arise ad-hoc are proving difficult to complete sometimes, as the jobs are small, large companies' schedules at this time of year are full and its near on impossible to get small jobs completed. The Deputy Clerk proposed that we look at using local handyman companies / sole traders instead. It was suggested that we keep a list of 'preferred contacts.'

On the motion of Cllr A Roach, seconded by Jackie McNeice, All in favour.

**The council RESOLVED to approve up to 5 contractors to be placed onto a regular maintenance contact list for the Clerk/Deputy Clerk to use for routine/emergency maintenance.**

## **BINS/BRANDING – APPENDIX E**

Deputy clerk presented three quotes for two new larger bins to be sited in the parish. One at Holly Hayes Park as there is currently only one small dog poo bin, and one at Whitwick Park. We will then re-site one of the smaller bins from Whitwick Park to Elms close where this bin is damaged and needs replacing. Two options were given – vinyl logo stickers / laser cut logos. Councillors opted for laser cut logo as they are more weather resistant and cannot be peeled off.

On the motion of Cllr P Casson, seconded by Cllr A Roach. Cllr P Moulton abstained.

**The council RESOLVED to approve the quote from BROXAP for two new bins with laser cut logos.**

## **LAND MATTERS UPDATE – KING GEORGES FIELD**

### **Whitwick Park**

#### **Appendix F – Surfacing of play areas**

Deputy Clerk presented three quotes from playground surface suppliers. Members all agreed the re-surfacing needed to take place as a priority.

On the motion of Cllr Phil Casson, seconded by Cllr A Roach. All in favour.

**The council RESOLVED to approve the quote from ESP Play Parks for their playground surface repairs.**

#### **Appendix G – Whitwick Park Driveway**

Deputy Clerk presented two quotes from surfacing contractors for the repairs to Whitwick Park Hall driveway potholes.

On the motion of Cllr Audrey Barker, seconded by Phil Casson. Cllr A Barker abstained.

**The council RESOLVED to approve the quote from Gillet Surfacing for the pothole repairs.**

#### **Appendix H – Storage Container**

Deputy Clerk had a site visit at David Stanley regarding siting a storage container on Whitwick Park near the Bowls Club as the community office has no storage facilities.

Sales Manager from David Stanley will come out to the site to measure/advise the most suitable place.

On the motion of Cllr A Roach, seconded by Phil Casson. All in favour.

**The council RESOLVED to approve the purchase of a storage container.**

## **BUILDINGS MANAGEMENT UPDATE**

**PAVILION, TOILETS, OUTBUILDINGS AT WHITWICK PARK**  
**Repairs to Whitwick Park Toilet block – TABLED AT THE MEETING**

Previously discussed at a PMGP meeting. Quote had now been amended to repair ONE toilet out of the three due to cost. 2 options were given on the quote – anti vandal stainless steel and regular porcelain. A new door and lock system now need to be installed to avoid vandalism.

On the motion of Cllr P Moulton, Seconded by Cllr Anthony Barker. All in favour.  
**The council RESOLVED to approve the quote for anti-vandal repairs to the one toilet block.**

**CCTV at toilets –**

Deputy clerk suggested a home CCTV style system on the front of the toilets to deter vandalism. Chair deferred this item for a later meeting.

**PROJECTS UPDATE**

Current Projects - Deputy Clerk presented PMGP action points spreadsheet that she currently works from in order of priority.  
For information only. Deputy Clerk will send to members to review.

- Future dated projects for next precept:
- wildflower meadows
  - picnic benches at Whitwick Park Hall
  - ‘Welcome to Whitwick’ signs (wooden composite)
  - Bowling green keeper specialist

**DATE OF NEXT MEETING**

Meeting dates scheduled for Thursday 3<sup>rd</sup> July and 4<sup>th</sup> Sept 2025 at 7pm were confirmed for the next PMGP meetings.

**FUTURE AGENDA ITEMS**

Members noted that all future agenda items should be raised with the Deputy Clerk for consideration.

The Chair thanked members for attending.

**Meeting Closed:** 8:16 pm

Chairman’s Signature: .....

Chairman Name: .....

Date Signed: .....

PURCHASE PLANTED PLANTERS 2025

Quantity	Part No.	Name	Unit price	Tax	Amount
1	PFT3-BP	Flower Tower 3 Tier Black Planted <i>Centre of circular flower bed in the park</i>	£211.00	20%	£211.00
4	PFT1-BP	Flower Tower 1 Tier Base Black Planted <i>On edge of circular flower bed in park, surrounding tower.</i>	£159.00	20%	£636.00
1	PFT3-BP	Flower Tower 3 Tier Black Planted <i>Outside council office</i>	£211.00	20%	£211.00
4	PPWP	Pathway Planter <i>2 either side of the mining wheel.</i>	£106.00	20%	£424.00
8	PWB1500-BP	Window Box 1500mm Black Planted <i>On the 'Welcome to' signs</i> <i>Includes brackets</i>	£102.00	20%	£816.00
5	PWB1000-BP	Window Box 1000mm Black Planted <i>On the railings near entrance to the park.</i> <i>Includes brackets</i>	£88.00	20%	£440.00
12	PHP26-BCP	Holestar Planter 670mm Black Contractor Planted <i>On lamo oasts throuah the villaae.</i> <i>Includes brackets</i>	£42.00	20%	£504.00
1	CARRIAGE	Carriage: Deliver, Install, Remove & Collect	£450.00	20%	£450.00

£3,692.00

VAT £738.40

TOTAL £4,430.40

Quantity	Part No.	Name	Unit price	Tax	Amount
2	ONCEAWEEK	Once a week watering of PFT3 towers for Summer 2025	£90.00	20%	£180.00
4	ONCEAWEEK	Once a week watering of PFT1 for Summer 2025	£75.00	20%	£300.00
4	ONCEAWEEK	Once a week watering of PPWP for Summer 2025	£75.00	20%	£300.00
13	ONCEAWEEK	Once a week watering of PWB for Summer 2025	£60.00	20%	£780.00
12	ONCEAWEEK	Once a week watering of PHP26 for Summer 2025	£32.00	20%	£384.00

£1,944.00

VAT £388.80

TOTAL £2,332.80

PURCHASE PLANTED PLANTERS 2026

Quantity	Part No.	Name	Unit price	Tax	Amount
1	PFT3-BP	Flower Tower 3 Tier Black Planted <i>Centre of circular flower bed in the park</i>	£211.00	20%	£211.00
4	PFT1-BP	Flower Tower 1 Tier Base Black Planted <i>On edge of circular flower bed in park, surrounding tower.</i>	£159.00	20%	£636.00
1	PFT3-BP	Flower Tower 3 Tier Black Planted <i>Outside council office</i>	£211.00	20%	£211.00
4	PPWP	Pathway Planter <i>2 either side of the mining wheel.</i>	£106.00	20%	£424.00
8	PWB1500-BP	Window Box 1500mm Black Planted <i>On the 'Welcome to' signs</i> <i>Includes brackets</i>	£102.00	20%	£816.00
4	PWB1000-BP	Window Box 1000mm Black Planted <i>On the railings near entrance to the park.</i> <i>Includes brackets</i>	£88.00	20%	£352.00
12	PHP26-BCP	Holestar Planter 670mm Black Contractor Planted <i>On lamo oasts throuah the villaae.</i> <i>Includes brackets</i>	£42.00	20%	£504.00
1	CARRIAGE	Carriage: Deliver, Install, Remove & Collect	£450.00	20%	£450.00

ADDITIONS

2	PFT3-BP	Flower Tower 3 Tier Black Planted <i>Cademan Street Corner</i>	£221.00	20%	£442.00
14	PBB1250-CON-BP	Barrier Basket 1250mm Black Contractor Planted <i>Sitting on railings Vicarage Street Car Park railings</i>	£117.00	20%	£1,404.00
18	PHP26-BCP	Holestar Planter 670mm Black Contractor Planted <i>On silver street lamppost</i> <i>Includes brackets</i>	£46.00	20%	£828.00

£6,278.00

VAT £1,255.60

TOTAL £7,533.60

Quantity	Part No.	Name	Unit price	Tax	Amount
2	ONCEAWEEK	Once a week watering of PFT3 towers for Summer 2025	£94.00	20%	£188.00
4	ONCEAWEEK	Once a week watering of PFT1 for Summer 2025	£78.00	20%	£312.00
4	ONCEAWEEK	Once a week watering of PPWP for Summer 2025	£78.00	20%	£312.00
13	ONCEAWEEK	Once a week watering of PWB for Summer 2025	£53.00	20%	£689.00
18	ONCEAWEEK	Once a week watering of PHP26 for Summer 2025	£33.00	20%	£594.00
14	ONCEAWEEK	Once a week watering of PBB1250 for Summer 2025	£81.00	20%	£1,134.00

£3,229.00

VAT £645.80

TOTAL £3,874.80



## WHITWICK PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP /MONITORING OF GROUNDS MAINTENANCE CONTRACT

This is a visual check to monitor that the contractor is maintaining the Parish Council's parks, play areas and public open spaces in accordance with the Grounds Maintenance Contract. If any issues are found, please advise the Parish Manager by email as quickly as possible

Please alert the Parish Manager of any issues immediately and return this form as soon as possible. (Photos may be helpful to clarify the location and the issue - can be emailed.)

OPEN SPACE ID	0-17	0-13	0-25	0-19	0-23	0-15	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)
VISUAL CHECK	Yes/ <del>No</del>	Yes/ <del>No</del>	Yes/ <del>No</del>	Yes/ <del>No</del>	Yes/ <del>No</del>	Yes/ <del>No</del>		
Does the area look clean and tidy?	Y	Y	Y	Y	Y	Y		
Are notices on display?	N/A	N/A	Y	N/A	Y	N/A		
Do fencing and gates (if any) look secure?	N/A	N/A	Y	Y	Y	N/A		
Has the grass been mown?	N/A	Y	Y	Y	Y	Y		
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	Y		
Special features/hazards eg. trees, brook	✓	✓	✓	✓	✓	✓		
Any other issues?	No	No	No	No	No	No		

Signed: .....



Name: .....

Martin Russell

Date: .....

10/06/25

Next ① inspection

This is a visual check to monitor that the contractor is maintaining the Parish Council's parks, play areas and public open spaces in accordance with the Grounds Maintenance Contract. If any issues are found, please advise the Parish Manager by email as quickly as possible

Return this form to the Parish Manager at the next meeting.

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GRT BIN	①		②		Yes/No or N/A	Yes/No or N/A	Yes/No or N/A	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)
	0.25 Yes/No <del>or N/A</del>	0.25 Yes/No <del>or N/A</del>	0.23 Yes/No <del>or N/A</del>	Yes/No or N/A					
VISUAL CHECK									
Any issues?	No	No	No						

Signed: *[Signature]* Name: *MAGGIE PEARCE* Date: *10/06/25*

Next ① Inspection

Return this form to the Parish Manager at the next meeting.



# WHITWICK PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP /MONITORING OF GROUNDS MAINTENANCE CONTRACT

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OPEN SPACE ID	0-04	0-11	0-12	0-03	0-10	Yes/No or N/A	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)
VISUAL CHECK	Yes/No <del>0-04</del>	Yes/No <del>0-11</del>	Yes/No <del>0-12</del>	Yes/No <del>0-03</del>	Yes/No <del>0-10</del>			
Does the area look clean and tidy?	Y	Y	Y	Y	Y			
Are notices on display?	N/A	N/A	Y	Y	Y			
Do fencing and gates (if any) look secure?	Y	Y	Y	Y	Y			
Has the grass been mown?	Y	Y	No	N/A	Y			
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y			
Special features/hazards eg. trees, brook	✓	No	Y	✓	✓		0-11 Tree branches blocking F.P. (Stairs)	0-12 Tree branches blocking L.C.C.
Any other issues?	No	Y	Y	No	No		0-11 Pathy area damaged surface	0-12 Another enclosure

Signed:  Name: Martin Powell Date: 18/06/25

Return this form to the Parish Manager at the next meeting.

This is a visual check to monitor that the contractor is maintaining the Parish Council's parks, play areas and public open spaces in accordance with the Grounds Maintenance Contract. If any issues are found, please advise the Parish Manager by email as quickly as possible

AREA 2 Inspection

C:\Users\Clerk\Dropbox\Templates\Open Space Monitoring sheet.docx

WITWICK PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP /MONITORING OF GROUNDS MAINTENANCE CONTRACT

Please alert the Parish Manager of any issues immediately and return this form as soon as possible. (Photos may be helpful to clarify the location and the issue can be emailed.)

GRIT BIN	0.11	0.10							
VISUAL CHECK	Yes/ <del>No</del> <del>OK</del>	Yes/ <del>No</del> <del>OK</del>	Yes/No or N/A	Yes/No or N/A	Yes/No or N/A	Yes/No or N/A	Yes/No or N/A	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)
Any issues?	No	No							

Signed: *[Signature]* Name: *Martin Powell*

Date: *18/06/25*

Return this form to the Parish Manager at the next meeting.

*Alex @ Inspection*




MARTIN POWELL  
18/06/25

Street/Site Name	Time	WPC Ref	Site cleansing/leaf clearance	Weed control	Grass cutting	Rose, shrub beds and borders	Hedge maintenance	Maintenance of seasonal bedding.	Floral displays	Play area maintenance	Hard surface tennis courts	Benches	Bowling green
			A, B, C, D	A, B, C, D	A, B, C, D	A, B, C, D	A, B, C, D	A, B, C, D	A, B, C, D	A, B, C, D	A, B, C, D	A, B, C, D	A, B, C, D
LAND CITY OF DAY		0.04	A		A								
Comments													
LAND 5 Holly Ave		0.11	A		A								
Comments													
HAUNTING RD / GREEN HAVEN		0.10	A		A								
Comments													
Comments													
Comments													
Comments													
Comments													
Comments													
Comments													
Comments													
KPI's	* The scorecard must be used for all scores awarded.												
Site cleansing/leaf clearance	A - Excellent standard / B - Acceptable standard / C - Unacceptable standard / D - Poor standard *												
Weed control	A - No weed growth / B - Small shoots of weed growth / C - Significant weed growth / D - Extensive weed growth *												
Grass cutting	A - Excellent standard / B - Acceptable standard / C - Unacceptable standard / D - Poor standard *												
Rose, shrub beds and borders	A - Excellent standard / B - Acceptable standard / C - Unacceptable standard / D - Poor standard *												
Hedge maintenance	A - Excellent standard / B - Acceptable standard / C - Unacceptable standard / D - Poor standard *												
Maintenance of seasonal bedding	A - Excellent standard / B - Acceptable standard / C - Unacceptable standard / D - Poor standard *												
Floral displays	A - Excellent standard / B - Acceptable standard / C - Unacceptable standard / D - Poor standard *												
Play area maintenance	A - Excellent standard / B - Acceptable standard / C - Unacceptable standard / D - Poor standard *												
Hard surface tennis courts	A - Excellent standard / B - Acceptable standard / C - Unacceptable standard / D - Poor standard *												
Benches	A - Excellent condition / B - Acceptable condition / C - Poor condition / D - Urgent repairs required*												
Bowling green	A - Excellent standard / B - Acceptable standard / C - Unacceptable standard / D - Poor standard *												

# WHITWICK PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP /MONITORING OF GROUNDS MAINTENANCE CONTRACT

This is a visual check to monitor that the contractor is maintaining the Parish Council's parks, play areas and public open spaces in accordance with the Grounds Maintenance Contract. If any issues are found, please advise the Parish Manager by email as quickly as possible

Please alert the Parish Manager of any issues immediately and return this form as soon as possible. (Photos may be helpful to clarify the location and the issue - can be emailed.)

OPEN SPACE ID	0.17	0.13	0.25	0.19	0.23	0.15	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)
VISUAL CHECK	Yes/No <del>0.17/1A</del>	Yes/No <del>0.13/1A</del>	Yes/No <del>0.25/1A</del>	Yes/No <del>0.19/1A</del>	Yes/No <del>0.23/1A</del>	Yes/No <del>0.15/1A</del>		
Does the area look clean and tidy?	Y	Y	Y	Y	Y	Y		
Are notices on display?	Y	Y	Y	Y	Y	Y		
Do fencing and gates (if any) look secure?	N/A	N/A	Y	N/A	Y	N/A		
Has the grass been mown?	N/A	N/A	Y	Y	Y	N/A		
Is the area free from litter and bins empty?	N/A	No	Y	Y	Y	N/A		
Special features/hazards eg. trees, brook	Y	Y	Y	Y	Y	Y		
Any other issues?	✓	✓	✓	✓	✓	✓		
	No	No	No	No	No	No		

Signed: 

Name: Martin Russell

This is a visual check to monitor that the contractor is maintaining the Parish Council's parks, play areas and public open spaces in accordance with the Grounds Maintenance Contract. If any issues are found, please advise the Parish Manager by email as quickly as possible

Return this form to the Parish Manager at the next meeting.

Date: 07/05/25



PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP / MONITORING OF GROUNDS MAINTENANCE CONTRACT  
Please alert the Parish Manager of any issues immediately and return this form as soon as possible. (Photos may be helpful to clarify the location and the issue can be emailed.)

GRTT BIN	①	②								
VISUAL CHECK	0.25 Yes/No <del>or N/A</del>	0.25 Yes/No <del>or N/A</del>	0.23 Yes/No <del>or N/A</del>							
Any issues?	No	No	No							
IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.										ACTION TAKEN BY Parish Manager (sign and date)

Signed: *W. Powell*

Name: *Martin Powell*

*Next ① Inspection*

Date: *07/05/25*

Return this form to the Parish Manager at the next meeting.

# PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP /MONITORING OF GROUNDS MAINTENANCE CONTRACT

al check to monitor that the contractor is maintaining the Parish Council's parks, play areas and public open spaces in accordance with the Grounds Maintenance Contract. If any issues are found, please advise the Parish Manager by email as quickly as possible  
Please alert the Parish Manager of any issues immediately and return this form as soon as possible. (Photos may be helpful to clarify the location and the issue - can be emailed.)

OPEN SPACE ID	0.001	0.011	0.012	0.003	0.010	Yes/No or N/A	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)
VISUAL CHECK	Yes/No <del>Yes/No</del>	Yes/No <del>Yes/No</del>	Yes/No <del>Yes/No</del>	Yes/No <del>Yes/No</del>	Yes/No <del>Yes/No</del>			
Does the area look clean and tidy?	Y	Y	Y	Y	Y			
Are notices on display?	Y	Y	Y	Y	Y			
Do fencing and gates (if any) look secure?	N/A	N/A	Y	Y	Y			
Has the grass been mown?	Y	Y	Y	Y	Y			
Is the area free from litter and bins empty?	Y	Y	Y	N/A	Y			
Special features/hazards eg. trees, brook	Y	Y	Y	Y	Y			
Any other issues?	No	No	No	No	No			

Signed:

*[Signature]*

Name:

*Martin Russell*

Date:

*13/05/25*

This is a visual check to monitor that the contractor is maintaining the Parish Council's parks, play areas and public open spaces in accordance with the Grounds Maintenance Contract. If any issues are found, please advise the Parish Manager by email as quickly as possible  
Return this form to the Parish Manager at the next meeting.

*Next 2 Inspection*



WATTWICK PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP / MONITORING OF GROUNDS MAINTENANCE CONTRACT  
 (Alert the Parish Manager of any issues immediately and return this form as soon as possible. (Photos may be helpful to clarify the location and the issue can be emailed.)

GRT BIN	0.11	0.10							
VISUAL CHECK	Yes/No or N/A	Yes/No or N/A	Yes/No or N/A	Yes/No or N/A	Yes/No or N/A	Yes/No or N/A	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)	
Any issues?									

Signed: *M Russell* Name: *Mavis Russell* Date: *13/05/25*

*Alex @ Inspection*

Return this form to the Parish Manager at the next meeting.

**Inspection date(s)**

Ask Question

MARS in Powell  
13/05/25

[illegible]



**WHITWICK PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP /MONITORING OF GROUNDS MAINTENANCE CONTRACT**

This is a visual check to monitor that the contractor is maintaining the Parish Council's parks, play areas and public open spaces in accordance with the Grounds Maintenance Contract. If any issues are found, please advise the Parish Manager by email as quickly as possible

Please alert the Parish Manager of any issues immediately and return this form as soon as possible. (Photos may be helpful to clarify the location and the issue - can be emailed.)

OPEN SPACE ID	0.21	0.002	0.30	0.18	Yes/No or N/A	Yes/No or N/A	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)
<b>VISUAL CHECK</b>	Yes/No <del>0.18</del>	Yes/No <del>0.18</del>	Yes/No <del>0.18</del>	Yes/No <del>0.18</del>				
Does the area look clean and tidy?	Y	Y	Y	Y				
Are notices on display?	N/A	Y	Y	N/A				
Do fencing and gates (if any) look secure?	Y	Y	Y	Y				
Has the grass been mown?	Y	Y	Y	Y				
Is the area free from litter and bins empty?	Y	Y	Y	Y				
Special features/hazards eg. trees, brook	✓	✓	✓	✓				
Any other issues?	No	No	No	No				

Signed: *M. Powell* Name: Martin Powell Date: 28/05/25

Return this form to the Parish Manager at the next meeting.

This is a visual check to monitor that the contractor is maintaining the Parish Council's parks, play areas and public open spaces in accordance with the Grounds Maintenance Contract. If any issues are found, please advise the Parish Manager by email as quickly as possible

AREA 3 INSPECTION

**WHITWICK PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP /MONITORING OF GROUNDS MAINTENANCE CONTRACT**

This is a visual check to monitor that the contractor is maintaining the Parish Council's parks, play areas and public open spaces in accordance with the Grounds Maintenance Contract. If any issues are found, please advise the Parish Manager by email as quickly as possible

Please alert the Parish Manager of any issues immediately and return this form as soon as possible. (Photos may be helpful to clarify the location and the issue - can be emailed.)

OPEN SPACE ID	0.21	0.02	0.30	0.18	Yes/No or N/A	Yes/No or N/A	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)
<b>VISUAL CHECK</b>	Yes/No <del>0.18</del>	Yes/No <del>0.02</del>	Yes/No <del>0.30</del>	Yes/No <del>0.18</del>				
Does the area look clean and tidy?	Y	Y	Y	Y				
Are notices on display?	N/A	Y	Y	N/A				
Do fencing and gates (if any) look secure?	Y	Y	Y	Y				
Has the grass been mown?	Y	Y	Y	Y				
Is the area free from litter and bins empty?	Y	Y	Y	Y				
Special features/hazards eg. trees, brook	✓	✓	✓	✓				
Any other issues?	No	No	No	No				

Signed: *M. Powell* Name: Martin Powell Date: 28/05/25

Return this form to the Parish Manager at the next meeting.

This is a visual check to monitor that the contractor is maintaining the Parish Council's parks, play areas and public open spaces in accordance with the Grounds Maintenance Contract. If any issues are found, please advise the Parish Manager by email as quickly as possible

AREA 3 INSPECTION



# WHITWICK PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP /MONITORING OF GROUNDS MAINTENANCE CONTRACT

This is a visual check to monitor that the contractor is maintaining the Parish Council's parks, play areas and public open spaces in accordance with the Grounds Maintenance Contract. If any issues are found, please advise the Parish Manager by email as quickly as possible

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OPEN SPACE ID	0.001	0.009	0.007	0.020	0.005	0.028	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)
VISUAL CHECK	Yes/No <del>0.001/NA</del>	Yes/No <del>0.009/NA</del>	Yes/No <del>0.007/NA</del>	Yes/No <del>0.020/NA</del>	Yes/No <del>0.005/NA</del>	Yes/No <del>0.028/NA</del>		
Does the area look clean and tidy?	Y	Y	Y	Y	Y	Y		
Are notices on display?	N/A	N/A	N/A	N/A	N/A	N/A		
Do fencing and gates (if any) look secure?	Y	Y	N/A	Y	N/A	N/A		
Has the grass been mown?	Y	Y	Y	Y	Y	Y		
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	Y		
Special features/hazards eg. trees, brook	✓	✓	✓	✓	✓	✓		
Any other issues?	No	No	No	No	No	No		

Signed:  Name: Alex Insley Date: 03/06/25

Alex Insley

This is a visual check to monitor that the contractor is maintaining the Parish Council's parks, play areas and public open spaces in accordance with the Grounds Maintenance Contract. If any issues are found, please advise the Parish Manager by email as quickly as possible

Return this form to the Parish Manager at the next meeting.

WATTWICK PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP /MONITORING OF GROUNDS MAINTENANCE CONTRACT  
 Please alert the Parish Manager of any issues immediately and return this form as soon as possible. (Photos may be helpful to clarify the location and the issue can be emailed.)

GRIT BIN	0.007	0.005								
VISUAL CHECK	Yes/ <del>No</del> <del>or N/A</del>	Yes/ <del>No</del> <del>or N/A</del>	Yes/No or N/A	Yes/No or N/A	Yes/No or N/A	Yes/No or N/A	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)		
Any issues?	No	No								

Signed: *[Signature]*

Name: *MASIN POWELL*

Date: *03/06/25*

*AREA 4 PROTEST*

Return this form to the Parish Manager at the next meeting.

**Monthly Inspection Reports - Play Areas - List of items that need attention**

Area	Asset	Findings	Creation date	Resolve by date	Risk Level	Comments
Whitwick Park	Blue & White Multi-linked Fitness equipment	Moving Parts - Crushing	09/07/2019	16/07/2019	Medium	
	Blue & White Multi-linked Fitness - Equipment Surface	Area of Movement - No Surface	09/07/2019	08/08/2019	Medium	
	Climbing Unit	Surface Other / Miscellaneous	09/07/2019	09/10/2019	Low	
	Horse Rocker	Structural Integrity	09/07/2019	08/08/2019	Low	
	Horse Rocker	Materials - Deterioration	09/07/2019	09/10/2019	Low	
	Horse Rocker		09/07/2019	09/10/2019	Low	
	Junior Multiplay with slide Finish	Bolts Protruding	12/07/2019	12/10/2019	Low	
	Swings	Other - Additional links have not been removed (all chains).	12/07/2019	11/08/2019	Low	
	Skate Park - Rail Fixtures - Fixings and fasteners	corroding	12/07/2019	11/08/2019	Low	
	Teenage Meeting Place - Surface Concrete	Not in Good Condition	30/06/2020	30/07/2020	Low	
	Fitness - Chest Press Adjustment Mechanisms - Accessible	Cap missing on handle	12/07/2019	12/10/2019	Very Low	
	Goal Posts - Surface Other	Dip under astroturf	31/12/2019	30/01/2020	Very Low	
	Sit Up Bench Item - Repair/s - Minor	Plastic of sit up bench slight gouge at either end. Needs sanding smooth	24/04/2022	19/05/2022	Very Low	
	Supernova	Surface Ground Eroded	24/04/2022	11/08/2022	Very Low	
	Purple Agility Equipment	Surface uneven	24/04/2022	11/08/2022	Very Low	
Hilary Crescent	Swings	Restraints missing from dissabled swing	18/09/2024	no date on report	Medium	
	Swings	Rubber tiles parting. Monitor.	13/07/2019	13/10/2019	Low	
	Make It Rain Panel Finish	Corners/Edges/Projections - Sharp (vandalism?)	24/11/2023	no date on report	Very Low	
	Make It Rain Panel Finish	BALL BEARINGS FALLING OUT	20/06/2025		Low	Sealed by JR - reported by resident
Holly Hayes	Multiplay	Cap missing - entrapment of finger risk	13/07/2019	12/08/2019	Low	
	Motorbike rocker	Broken bolt - needs replacing	13/07/2019	12/08/2019	Low	
	Ground - hole	Surface damage	18/06/2025		Low	reported by Parish Warden, awaiting quote from JR
Green Lane/Hermitage Road	Swings	Other - chain wear - to monitor	13/07/2019	13/10/2019	Low	
	Swings - Surface	Over-riding - Edge deterioration over 100mm	16/05/2023	08/08/2023	Very Low	
Robinson Road	Spring Rocker Item	Cap missing	18/09/2020	no date on report	Very Low	
	Swings - Surface	Cracked	09/05/2022	no date on report	Very Low	
	Gate	Hinge bolt damaged	22/06/2024	no date on report	Very Low	
	Multiplay surface	Small hole in surface - cut back and repair	23/08/2021	no date on report	Very Low	





## Tradition 30 Post Mounted External Notice Board with Header

- ✓ Post mounted external notice board
- ✓ 30mm deep painted aluminium profile
- ✓ Zinc electroplated steel backboard for use with magnets
- ✓ Dual door with 4mm plexishock glazing
- ✓ Key lock with 2 key supplied
- ✓ Header plate with text & logo
- ✓ Supplied with a set of 60/40 posts
- ✓ 5 year Guarantee
- ✓ Powder coated back panel available at additional cost



Product PDF



★★★★★ 4 / 5 (3)

750 x 1200mm wide (8 x A4) ▼

Green (RAL 6005) ▼

Dome ▼

Whitwick Parish Council

10 extra strong magnets and set of 2 keys ▼

Not required ▼

**£1,110.98** ex. VAT

Qty 1

Add to Basket





£969.09 (excl VAT)

Single-bay, 16 X A4, AF58, external, aluminium noticeboard, portrait format, glazed. Can be wall, post or railing-mounted. Overall dimensions 1000mm wide x 1350mm high. Display dimensions 903mm wide x 1253mm high. Display capacity 16 x A4 sheets in portrait orientation.

The AF58 range comes into its own not only when users are looking for more options than are available in the related [AF30 range](#), but also when larger capacity is required within the confines of a single bay. The AF58/16A4 for example, is equally at home being used as an A0 poster case.

Save To Wishlist

View Wishlist

Please complete the configuration options below. Required fields are marked with an asterisk (\*).

Noticeboard Options

Header Options

Mounting Options

Accessories

Review Configuration

## Review Configuration

Finish (£104.28)

**Powder-coated**

Powder-coating colour

**Moss Green (RAL6005)**

Glazing & display materials

**Plexichoc (standard)**

Display panel

**Magnetic (standard), supplied with 16 x 25mm diameter magnets**





## Classic 58 Post Mounted External Notice Board with Header

- ✓ Post mounted external notice board
- ✓ 58mm deep painted aluminium frame
- ✓ Zinc electroplated steel backboard for use with magnets
- ✓ Side hinged door with 4mm plexishock glazing
- ✓ Key lock with two keys supplied
- ✓ Shaped header panel with text and logo
- ✓ 5 Year Guarantee
- ✓ Supplied with set of 60/40 posts



Product PDF



★★★★★ 5 / 5 (3)

750 x 750mm wide (6 x A4)



Select Size

Green (RAL 6005)



Dome



Whitwick Parish Council

10 extra strong magnets and set of 2 keys



**£790.98** ex. VAT

Qty 1

Add to Basket



## **DEPUTY CLERK REPORT – CURRENT AND PROGRESSING PROJECTS/WORKLOAD**

Extremely happy with the installation of the 1<sup>st</sup> years planting scheme in the village. I facilitated the installation, and I have nothing but good feedback for ID Verde (Plantscape)

They kept me well informed, called me regularly and even returned 24 hours later when I informed them one of the lamppost planters was on the incorrect post.

We are looking to extend this scheme further through Whitwick for 2026 and 2027 growing it even more! I hope the residents enjoy them.

Our summer post box topper has been placed on the post-box in the Market Place. Another huge thank you to the two residents who spend so much time completing those for us. I have seen a fair few residents taking photos!

As we don't have a meeting in August, I would like to just bullet list what I am working on in the coming weeks

1. Park Toilets – getting quote for door, plate and lock so Plumber can commence the refurb, and we look forward to getting them back open.
2. Thornborough Road Allotment meeting – received an email from their new Secretary, await a meeting date after they have held their committee meeting to get the information we have requested to finalise the management agreement.
3. Park resurfacing – awaiting installation date.
4. Park driveway – completed.
5. Retrieve quotes for painting of the Whitwick Park rocking horse and some of the rusting equipment that needs re-painting.