



*Whitwick Community Office, 3a Market Place, Whitwick, Coalville, Leics LE67 5DT
Phone: 01530 459527 Email: clerk@whitwickpc.org.uk Website: www.whitwickpc.org.uk*

29th August 2025

To: The Members of Property Management and General Purposes

(Chair Cllr Tony Barker, Cllr Audrey Barker, Cllr Phil Casson, Cllr Peter Mould, 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 4th Sept 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 or contact our office team for a copy on 01530 459527 or email 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 Website: www.whitwickpc.org.uk

AGENDA

25-269 APOLOGIES

To receive apologies for absence.

25-270 DECLARATIONS OF INTEREST

To receive any declarations of interest regarding any agenda items.

25-271 PUBLIC PARTICIPATION SESSION

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

25-272 MINUTES

APPENDIX A

To approve and sign the minutes of the Property Maintenance and General Purposes Committee meeting held on Thursday 4th July 2025.

25-273 PARISH WARDEN REPORTS

APPENDIX B

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

25-274 GROUND MAINTENANCE

APPENDIX C.1 / APPENDIX C.2

To receive two reports from the Clerk.

25-275 PLANTSCAPE QUOTE - APPENDIX D

To receive and approve the quote for the 2026 planting scheme.

25-276 NAME CHANGE OF COMMITTEE

To approve the name change of the committee from 'Property Management and General Purposes Committee' to 'Property Management and

25-277 WHITWICK PARK YOUTH ISSUES

To receive and note an update on youth issues over the summer.

25-278 WHITWICK PARK OPENING TIMES

To approve 'dusk' closing times.

25-279 TREE MAINTENANCE – WPC.006 Land at Ashford Road/Thomas Road APPENDIX E

To receive and approve the proposed action for WPC.006

25-280 BRIERS WAY RESIDENT ISSUES

APPENDIX F

To receive and note the report from the Clerk.

25-281 PROJECTS UPDATE

APPENDIX G

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

- Projects in progress/progressing
- Future dated projects

25-282 DATE OF NEXT PMGP MEETING

Thursday 6th November 7pm

25-283 FUTURE AGENDA ITEMS

To note that all future agenda items should be raised with the Parish Clerk for consideration.

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

3rd July 2025 7pm

Meeting Date: 3rd July 2025

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

Meeting Start Time: 7:02 PM

Councillors Present:

- Cllr Anthony Barker (Chair), Cllr Audrey Barker, Cllr Andy Roach, Cllr Ray Woodward.

Officers Present:

- Hollie Seager, Deputy Clerk

Public Attendees:

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

25-234 APOLOGIES

Cllr P Moulton – County Bowls Match

Cllr P Casson – Work commitments

On the motion of Cllr A Barker, seconded by Cllr R Woodward.

RESOLVED: councillors accepted the apologies.

25-235 DECLARATIONS OF INTEREST

Cllr Anthony Barker

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

- all matters relating to North West Leicestershire District Council as a District Councillor
- a registerable interest as a Director of Holly Hayes Woods
- a registerable interest as a member of Whitwick Historical Society

Cllr Audrey Barker

Cllr Audrey Barker declared a **registerable interest**

- as a member of Whitwick Historical Group

Cllr A Roach

Cllr Roach had nothing to declare.

Cllr R Woodward

Cllr Woodward declared a **registerable interest** as

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

25-236 PUBLIC PARTICIPATION SESSION

No comments from members of the public.

25-237 MINUTES – APPENDIX A

Minutes of Property Maintenance and General Purposes Committee meeting held on Thursday 5th June 2025.

On the motion of Cllr R Woodward, seconded by Cllr Anthony Barker. All in favour.

The council RESOLVED that the minutes of the meeting of the Property and General Purposes committee held on Thursday 5th June 2025 be confirmed as a true record and signed by the Chair.

25-238 CHAIRS REPORT

No report from the Chair.

25-239 PLANT SCAPE PLANTERS – APPENDIX B

To adopt the planting scheme for 2026 in appendix B.

On the motion of Cllr R Woodward, seconded by Cllr A Roach. Carried

RESOLVED: The council resolved to adopt the 2026 planting scheme for the village.

25-240 ENCROACHMENTS OF PARISH LAND

The chair informed the members and committee that after reviewing the land map and TR1 register and plans for the land transferred over to us from NWLDC, the land is actually not owned by Whitwick Parish Council and therefore no further action will be taken.

25-241 PARISH WARDEN REPORTS – APPENDIX C

Received and noted by members.

25-242 PLAYGROUND INSPECTIONS UPDATE – APPENDIX D

Received and noted by members.

25-243 NOTICEBOARDS – APPENDIX E

For the village to display posters and events on NOT meeting notices/legal notices.

3 notice boards to be erected on our land.

On the motion of Cllr Anthony Barker, Seconded by Cllr R Woodward. Cllr A Roach abstained. Carried.

RESOLVED: the council resolved to order 3 notice boards and erect them in the following locations: Hermitage Road, Parsonwood Hill playing field, Bridle Road.

25-244 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

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

Under the terms of reference for the property management and general purposes committee, the Chair can authorise any repairs/maintenance up to the value of £5000.

The Deputy Clerk will obtain quotes for the repair work, and the members agreed to get the work started under the authorisation of the Chair. Deputy Clerk will send round the information to all members when it is available for them to view.

On the motion of Cllr A Roach, Seconded by Cllr R Woodward. Carried.

RESOLVED: members resolved to accept and proceed with the paint work repairs to the rocking horse and red, yellow and green equipment at Whitwick Park.

25-245 PROJECTS UPDATE – APPENDIX F

Deputy Clerk read her report to the members and committee.
No comments made on the report.

25-246 DATE OF NEXT MEETING

Meeting dates scheduled for Thursday 4th Sept 2025 at 7pm and Thurs 2nd Oct at 7pm were confirmed for the next PMGP meetings.

25-247 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: 7.39pm

Chairman’s Signature:

Chairman Name:

Date Signed:

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					
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	Yes/ No or N/A	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)
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	No				0.18 LITTER ON VERGE	
Special features/hazards eg. trees, brook	✓	✓	✓	✓					
Any other issues?	No	No	No	No					

Signed: 

Name:

Martin Russell

Date:

25/06/25

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.

Area (3) Inspection

Area 3 Inspection

Inspector
Inspection date(s)

MARTIN POWELL
25/06/25

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
ELBORN CLOSE	0.21	A	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
Comments													
THORNHILL RD	0.30	A	A										
Comments													
THORNHILL RD		C											
Comments													
ROBINSONS RD	0.02	A											
Comments													
FLATY AVE													
Comments													
Comments													
Comments													
Comments													
Comments													
Comments													

* The scorecard must be used for all scores awarded.

KPI's	A - Excellent standard / B - Acceptable standard / C - Unacceptable standard / D - Poor standard *
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 condition / B - Acceptable condition / C - Poor condition / D - Urgent repairs required *
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

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OPEN SPACE ID	0.001	0.009	0.008	0.020	0.005	0.006	0.028	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)
VISUAL CHECK	Yes/No 0.001	Yes/No 0.009	Yes/No 0.008	Yes/No 0.020	Yes/No 0.005	Yes/No 0.006	Yes/No 0.028		
Does the area look clean and tidy?	Y	Y	Y	Y	Y	Y	Y		
Are notices on display?	N/A	Y	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	N/A		
Has the grass been mown?	Y	N/A	Y	Y	Y	Y	Y		
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	Y	Y		
Special features/hazards eg. trees, brook	✓	✓	✓	✓	✓	✓	✓		
Any other issues?	No	No	No	No	No	No	No		

Signed: 

Name: Martin Powell

Date: 01/07/25

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.

Area 4 Inspection

WATTLWICK 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.)

GRT BIN	0-007	0-005									
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	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: *01/07/25*

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

Area 4 Inspection

WITTWICK 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	0.17	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 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		
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:

[Signature]

Name:

Martin Russell

Date:

10/07/25

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.

Area

(1) Inspection


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

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GRT BIN

① ②

VISUAL CHECK	0.25	0.25	0.23						
	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	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	No						

Signed: 

Marshall

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

Next ① Inspection

Return this form to the Parish Manager at the next meeting. Date: *10/07/25*

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	004	0.11	0.12	0.03	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)
Does the area look clean and tidy?	Y	Y	Y	Y	Y	Y		
Are notices on display?	N/A	N/A	Y	Y	Y	Y		
Do fencing and gates (if any) look secure?	Y	Y	Y	Y	Y	Y		
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	V	V	V	V	V	V		
Any other issues?	No	No	No	No	No	No		

Signed:

[Signature]

Name:

MAURICE BUSH

Date:

16/07/25

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) Inspected

WATTMICK 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/ No OK	Yes/ No OK	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: *16/07/25*

Area (2) 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	0.21	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)
VISUAL CHECK	Yes/No or N/A	Yes/No or N/A	Yes/No or N/A	Yes/No or N/A				
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	No			0.18 DAMAGED POST - REAS 1 Post + 2 Fixings → JK	
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: 23/07/25

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

Alex (3) Jno Skerston

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	0.001	0.009	0.008	0.020	0.005	0.006	0.028	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.	ACTION TAKEN BY Parish Manager (sign and date)
VISUAL CHECK	Yes/No Yes/No	Yes/No Yes/No	Yes/No Yes/No	Yes/No Yes/No	Yes/No Yes/No	Yes/No Yes/No	Yes/No Yes/No		
Does the area look clean and tidy?	Y	Y	Y	Y	Y				
Are notices on display?	N/A	Y	N/A	N/A	N/A				
Do fencing and gates (if any) look secure?	Y	Y	N/A	Y	N/A				
Has the grass been mown?	Y	N/A	Y	Y	Y				
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y				
Special features/hazards eg. trees, brook	✓	✓	✓	✓	✓				
Any other issues?	No	No	No	No	No				

Signed:  Name: Margaret Powell

Next 4 Inspection

Date: 30/07/25

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.

WITTMCK 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/ No	Yes/ No	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: *MAGNUS PEREIRA*

Attest *(H)* *Indication*

Return this form to the Parish Manager at the next meeting. Date: *30/07/25*

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	0.17	6.13	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	Yes/ NO	Yes/ NO	Yes/ NO	Yes/ NO	Yes/ NO		
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's Parish Date: 05/08/25

Alert 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.

Please alert the Parish Manager of any issues immediately and return this form as soon as possible. (Photos may be emailed, but can be emailed.)

② ④

[illegible]

Signed:  Name: M. A. S. J.

Date: 05/08/25

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


Act 1 Inspection

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

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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	0.004	0.11	0.12	0.003	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 0.004	Yes/No 0.11	Yes/No 0.12	Yes/No 0.003	Yes/No 0.10			
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	Y	Y	Y			
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y			
Special features/hazards eg. trees, brook	✓	✓	✓	✓	✓			
Any other issues?	YES	NO	NO	NO	NO		Three Curving on Graded Area	

Signed:  Name: Martin Benson Date: 12/08/25

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

WILTICK 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	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)
VISUAL CHECK	Yes/No Yes	Yes/No Yes							
Any issues?	No	No							

Signed: [Signature] Name: MARGA POWELL

Date: 12/08/25

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

AREA (2) Traskston

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)
VISUAL CHECK	Yes/No or N/A	Yes/No or N/A	Yes/No or N/A	Yes/No or N/A				
Does the area look clean and tidy?	Y	Y	Y	Y				
Are notices on display?	N/A	Y	Y	Y				
Do fencing and gates (if any) look secure?	Y	Y	Y	No			Post + rails still damaged	
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: 19/08/25

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



3A Market Place, Whitwick, Coalville, Leicestershire LE67 5DT

Tel: 01530 459527 Website: www.whitwickpc.org.uk

Email: clerk@whitwickparishcouncil.gov.uk Parish Clerk: Sharon Kaye

Parish Clerk Report: JR Landscaping and Grounds Maintenance

Author: Sharon Kaye, Parish Clerk
Email: clerk@whitwickparishcouncil.gov.uk

Report Date: 27/8/25

Minutes of Meeting held on Tuesday 19th August 2025 at 9.30am

Present: Sharon Kaye, Parish Clerk, Jack and Jonelle Rose, directors of JR Landscaping

- 1) **What contracts are they currently fulfilling?** Whitwick Parish Council, one other Parish Council, a College, a County Council.
- 2) **What work do they carry out for each contract?** Whitwick Parish Council is their main contract. The other Parish Council is a similar contract to Whitwick Parish Council, but they do not have a big park or bowling green. For the College they complete mowing, hedge trimming and weed spraying. For the County Council they trim bridleways.
- 3) **How many employees do they have to fulfil these contracts?** 2 directors, 5 employees.
- 4) **Do these employees live in Whitwick?** The 2 rangers and additional ad hoc employee do.
- 5) **How are these employees deployed to do the contracts?**
2 employees fulfil the ranger role – employee 1 works Sunday to Wednesday, employee 2 works Thursday to Saturday.

For further information, the Parish Clerk has previously confirmed the following:

They do a base level of hours and then increase them as and when the workload requires it.

- May-August = 8-10am & 5-9pm (currently doing 8-12pm & 5-9pm)
- September & April = 8-10am & 3.30-7.30pm
- October & March = 8-10am & 2.30-5.30pm
- November-February = 8-10am & 1.30-3.30pm

There is an additional employee 3 who helps out on an ad hoc basis, when short staffed or demand of work requires extra help.

Employee 4 works on the Worcester contracts only.

Employee 5 works with director 1 on all contracts, which includes usually 3 days every 2 weeks at the minimum, which increases during hedge cutting season in the Autumn. 1 of the 3 days each fortnight is spent at the park.

They mow all sites over 2 days. They use a rotary mower for some sites, a cylinder mower for other sites and a Dennis mower is used for the bowling green. Employee 5 does most of the mowing while director 1 does the strimming.

For further information, the Parish Clerk has previously confirmed the following:

Director 1 and employee 5:

Mowing – fortnightly from April to October with 1 pre-season mow in March

Bins – emptied weekly usually Wed, Thurs or Friday

Hedge cutting – cut all sites September/October

Shrub cutting – cut all sites September/October and January/February

Weed spraying – all sites March/April and spot spray throughout growing season

Bowling green renovations – September/October

Bark application – March

Director 2 deals with the administration, purchases materials and plug plants, and carries out growing the plants on for planting in the Spring and Summer. Director 2 is the point of contact for contract issues and additional work requested.

6) **What training courses have directors and employees attended?** Copies of certificates have been requested.

Director 1:

- a) Institute of Grounds Manship – Bowling Green Level 1
- b) PA1 Principles of Safe Pesticide Application (Renewed every 3 years)
PA6 Hand held pesticides applicators (Renewed every 3 years)
These courses are required for the Level 2 Award in the Safe Use of Pesticides (PA1 & PA6)
- c) Dept of Transport Chapter 8 Traffic Safety Measures and Signs for Road Works and Temporary Situations
- d) Chainsaw License – cross cutting and felling up to 380mm (Renewed every 3 years)
NPTC CS30 (maintenance and cross-cutting) and CS31 (felling small trees) for professional use, which are essential for legal compliance and insurance purposes under PUWER regulations

These courses are required for the Level 2 Award in Ground Based Chainsaw Operator.

All other training is carried out in house.

Employees cannot spray unless supervised by Director 1.

Employees can use hedge trimmers if trained and all other equipment except spraying and chainsaw. The can hand shear.

For hedge cutting they use a long pole extendable trimmer, with use of ladders and a platform as required.

A tractor is used for hedge cutting at Thornborough Road allotments and Green Lane/Hermitage Road play area, which is specified in our grounds maintenance contract.

- 7) **Are they a member of any professional associations?** Membership of the Institute of Groundsmanship – get a magazine and limited support.
- 8) **What level of insurance do they have?** £10 million public liability, employee and personal indemnity for director 1 and 2. Copies of certificates have been requested.
- 9) **When is routine maintenance/upkeep of hedgerows and shrubs carried out?** The tractor cutting is carried out once a year. Shrubs are cut once a year. Small hedges are trimmed twice a year, usually January/February and September/October but could be November.
The Wildlife and Countryside Act 1981 makes it an offence to destroy any bird's nest that is either in use or being built. The period given for cutting should take into account that, where birds are nesting in a hedge, work should not be carried out between March and August.
Hand shears are used during that period to cut back overhanging branches or if blocking visibility for a road where it would be a health and safety issue.
- 10) **When are bins emptied?** There is no schedule at the park but the rangers have a checklist which states the bins should be checked every morning when they open up and should change the bin bag when it is half full. All other areas are changed once a week, usually on a Wednesday, Thursday or Friday. The bin at Holly Hayes park is regularly overflowing or full so this requires a larger bin. This item has already been identified as an issue and a new larger bin is on order. The Parish Clerk queried whether the rangers could complete bin emptying around the village as they are in the village 7 days a week, rather than Director 1 and Employee 5 doing it once a week. JR confirmed they did have a van for transport originally but it was not used enough to warrant the cost of running the vehicle. It was agreed replacing the bin at Holly Hayes play area should resolve any bin issues around the village that are Parish Council owned.
- 11) **Where are the Parish Council bins sited?** 4 at Hermitage Road/Green Lane play area, 1 at Holly Hayes play area, 2 at Hilary Crescent play area, 1 at Robinson Road play area, 1 at The Elms, 1 at Carr Hill Rock, 1 at Parsonwood Hill, 6/7 at Whitwick Park, Caretaker bin at Park Hall.
- 12) **What is the process for emptying the caretaker bin?** The caretakers give JR the bin bags on an ad hoc basis. Sometimes JR have emptied the bin. This seemed a bit vague. The Parish Clerk would speak to the caretaker to confirm the process. The caretaker has confirmed that they store three or four bin bags during the week and then they are put behind the locked gates for the bowling green for the rangers to then collect and store them, so that the rubbish cannot be broken into by vermin or the rubbish disperse around the park area. The bin bags are then disposed off with the rest of the bin bags by JR. The green caretaker bin is not used as the padlock is faulty and it is difficult to open and close with the padlock chain attached. The Parish Clerk will now review this process and inform all involved of any changes required.

- 13) **When is litter picking carried out?** Daily at the park by the ranger on duty. Once a week at other sites by Director 1 and Employee 5, when the bins are emptied and mowing is carried out.
- 14) **How are the ranger tasks managed?** The rangers are given a weekly checklist. Director 1 comes and checks the work and gives them ad hoc tasks. Some tasks on the list are seasonal. A copy of the checklist has been requested.
- 15) **How do they feel the ranger service is working?** They said some employees were better than others at noticing work that needed doing and letting them know about it. They stated it was a very hard position to recruit for. It did not appeal to many people due to lone working, lack of variation in the tasks, physicality of the tasks, split shifts and irregular and unsociable working hours. The Parish Clerk then asked them how they would propose to manage the ranger service instead? They felt that 2 staff working together would be more motivated, and would achieve more.
- 16) **Resident complaint.** A resident complaint regarding Whitwick Park was read and discussed. Current improvement plan from the previous discussion between the Clerk and Director 1 was reviewed as to progress, as well as suggestions from the complaint
- 17) **Do they feel the ranger service offers better protection for Parish Council assets from vandalism and has any ranger confronted anti-social behaviour in the past?** They confirmed employees have had issues in the past when locking up the park and people refuse to leave. They have been verbally abused on occasion. They had little support from the police with these issues and one employee was threatened with being stabbed some years ago. The police were called but the employee then had to wait on site until late at night for the police to come. That employee later resigned.
- 18) **Additional work requested process was discussed.** The Parish Clerk confirmed that it was more transparent if we received one quote, and one separate invoice, for any additional work requested. It was agreed this process would be adopted by both parties for any work going forward. The Parish Clerk would instigate a quote request numbered system so that quotes were easier to track and get work completed in a faster time frame.
- 19) **Weekly playground inspections were discussed.** The weekly inspections are a visual inspection for hazards, health and safety issues, and any broken or damaged equipment for items such as benches, play equipment, safety surface etc. The current weekly play inspection form was then reviewed and discussed by all parties. The Parish Clerk did not feel it was fit for purpose or being filled out as it was intended. It was agreed that the Parish Clerk would arrange for a new form to be issued to the grounds maintenance team so that any issues would be identified and acted on appropriately. It was also agreed that the inspection sheet would be dropped off at the Parish Council office by Director 1 each week after the inspection had been carried out.
- 20) **What are the current issues with the playground surfacing?** They confirmed they have done patch repairs on the surfacing before. The types of surfacing were discussed. The crumb style (compressed wood chip) surface was very poor as it gets picked at and pulled off. The concrete edging strips around the play areas cause issues as the surfaces all shrink and contract depending on the weather conditions and the surface can also rise up. It was discussed to review removing the concrete edging strips on the play areas where this shrinkage is causing a potential health and safety issue where gaps are created between the edging strip and the surface shrinking. This would allow for a softer edge to the grass.
Whitwick Parish Council have 2 types of playground surface. The surfaces at Hermitage Road/Green Lane play area are the worse, with Robinson Road next and then Hilary Crescent. The Park surfaces are generally okay in terms of the shrinkage gaps around the edges, but by the swing is not so good or the red hexagonal climbing frame. Green Lane surface has tarmac so this may need further thought on how to resolve the shrinkage issues.
- 21) **Monthly playground inspections were discussed.** JR Landscaping confirmed the council wanted monthly reports, not quarterly. Director 2 was initially trained to carry out the monthly inspections but it is now carried out by another contractor on behalf of JR Landscaping. The inspector has to have completed the RPII qualification for this. A copy of the certificate has been requested. It was confirmed that the annual play inspections are carried out by another external contractor, who have not involvement in weekly or monthly operational inspections or maintenance of the equipment. The monthly reports were then reviewed. The Parish Clerk confirmed that the monthly reports should now only have any new issues within the report and currently monitored issues. Director 2 confirmed that within the software used if a finding is recorded, it then sets a task, and it has to be recorded as completed for that finding to be

removed. The Clerk then commented that there were many older items on the report so Director 2 confirmed it will show on the report if it is a low risk item that is being monitored, and requires no action. These could be items such as chain wear of 40%. This is within the legal limits (a bit like car brake pads), but they have to log it, and it is then monitored for when that wear increases to above the legal limit when it requires replacing. Same for corrosion on swing seats and rubber wear on bushes. These monitored items are indicated by the Finding notes in the report. Director 2 agreed to produce a summary report of all the Finding notes so that these can be reviewed and any action taken to complete a finding or to close a finding if no requirement to be monitored.

This should hopefully reduce the size of the report down from the average 80 pages a month if produced in full.

- 22) **How do they keep track of the tasks we send them?** Director 2 confirmed email and list. The Parish Clerk confirmed that she will get the outstanding jobs list up to date so we both agree it. Current tasks were then discussed. Right hand side of the park was discussed. The Parish Clerk to send the updated task list to JR so they can then update the Clerk on when those action points and what they need to complete them.

- 23) **Any other issues on current action points?** Further tonne and a half of Cotswold stone required for the Briers Way side of the footpath work is required, to complete the job being carried out today right up the shrubs. The 1 tonne bag was not great when it was delivered as it needs to be delivered to the location of the job. JR are happy to pick it up instead so it is straight onto their van to transport to the location rather than having to hand ball it on to the truck first.

The Parish Clerk thanked both directors of JR Landscaping for coming to the meeting and closed the meeting at 11.30am.



3A Market Place, Whitwick, Coalville, Leicestershire LE67 5DT

Tel: 01530 459527 Website: www.whitwickpc.org.uk

Email: clerk@whitwickparishcouncil.gov.uk Parish Clerk: Sharon Kaye

Parish Clerk Report: JR Landscaping and Grounds Maintenance

Author: Sharon Kaye, Parish Clerk

Report Date: 28/8/25

Email: clerk@whitwickparishcouncil.gov.uk

Grounds Maintenance Operational Review Recommendations:

1) Review of the Ranger role with proposed change to the hours and days worked by the Grounds Maintenance team.

- a) Following the meeting held with JR Landscaping, Employee 1 ranger who worked Sunday to Wednesday is no longer working for the company.
- b) Prior to recruitment of a replacement ranger, it is proposed to remove the Ranger role, in the format it has been operating for the last few years.

Why?

Most vandalism issues have occurred after the park is shut.

The contract does not specify that the ranger has any responsibility to deal with anti-social behaviour and neither would I expect them to, more than notifying the police of any incident. The ranger role is not operating how I would envision the services of a ranger.

No other parks I have visited have a "ranger" service, including local parks or London parks. Councillors and staff have not been happy with the standard of work carried out, particularly at the park where much of the resources of the contract are allocated.

If JR cannot recruit quality employees due to the constraints of the existing role and hours, then the standards will not improve, or will continue to require intensive management by the JR Directors and office team, which is not productive or cost-effective.

c) Proposal:

Following on from our meeting JR's directors were discussing in more detail what was said in regard to the manning of maintenance in the village and how they would look to manage it if the councillors do agree to removing the ranger role. They concluded that they would shift things around so that the maintenance was carried out by Director 1 and his direct team. This way they can have a greater presence on site to ensure the maintenance is being carried out thoroughly and efficiently. In order to do this, they would look to take on an additional person full time to work alongside Director 1 and Employee 5 across all contracts including Whitwick to free up more time to enable them to carry out the park maintenance as well as the other sites. Director 1 and Employee 5 being more committed to their jobs, are extremely efficient in their work carrying out the same amount of work in a morning that the rangers combined achieve in a week, thus across a couple of dedicated days per week they are confident that the maintenance level of the park will be much improved as well as being able to offer the Parish a financial saving on the cost of the ranger role. They would look to keep Employee 2 on in addition to cover the other three mornings per week for mowing the green and emptying bins etc. They want to demonstrate how truly committed they are to performing well on the contract and improving standards across the board and this would allow them the ultimate control over this. They would also be happy if the Councillors maybe want to trial this to see how it would work in reality before committing to anything? They have confirmed however that if the Councillors do opt for keeping the ranger role they will still look to recruit someone better suited.

Working For OUR Future

They would suggest a more productive and effective working schedule might be something along the lines of:

Specific local member of staff (hopefully Employee 2) to carry out roughly 3hrs work on a Monday, Wednesday and Friday morning to include mowing the bowling green, litter picking and emptying the bins.

Director 1 and his team to work 1-2 days per week (depending on the time of year and workload) exclusively in Whitwick (in addition to their current mowing/maintenance days that they would do as standard throughout the year), to include weed control, litter picking, bin emptying, bench/play equipment maintenance/cleaning, sweeping of paths etc. (they have not included hedge cutting and mowing/strimming in that list as that is included in the time they work at the park currently).

I can also confirm that should the councillors wish to alter the ranger hours or not, Director 2 will personally be taking the lead with planting on site also to improve the design/layout/appearance of the beds.

d) Issues to be resolved/clarified with JR if the ranger service is removed:

Opening and closing of the park if the Grounds Maintenance team only work Monday to Friday.

Opening and closing of the bowling green area.

Opening and closing of the tennis courts.

Opening and closing of the toilet/s.

Can any of the above be automated by use of an electronic timer system.

Watering – does the above schedule cover the watering required at the park and off site such as the concrete planters?

2) Review of security at the park

- a) **Proposal 1** - Director 1 came up with a potential idea to help protect the toilets from after-hours vandalism with maybe extending the fencing that runs round the bowling green to the far edge of the toilet block to close at park close (or maybe 5pm in summer when most families who may need to use the toilets have left) to make it more difficult for them to access. So keeping the existing fence and gate by the rangers' office to protect the bowling green but having an additional area and gate for the toilet block. Of course, the bowling green fencing is not impenetrable as we did have the incident once of someone breaking in there and damaging the store door, but incidences like that tend to be much less frequent, in that the park in general is much easier for them to access. As mentioned, they do find that although the anti-social behaviour occurs during the day the vandalism tends to be after park lock up.
- b) **Proposal 2** - I would also suggest quotes are obtained to replace the fencing down the right hand side of the park as this is significantly lower and allows relatively easy access to the park, when the gates have been locked.

WPC PLANTING SCHEME	APPENDIX D							
2025 Existing Scheme	Quantity	Part No.	Name	Unit price	Tax	Amount	Additional spend for 2026	Comments
EXISTING	2	PFT3-BP	Flower Tower 3 Tier Black Planted <i>Centre of circular flower bed in the park</i> <i>and Outside of council office</i>	£215.00	20%	£430.00	£8	
EXISTING	4	PFT1-BP	Flower Tower 1 Tier Base Black Planted <i>On edge of circular flower bed in park, surrounding tower.</i>	£165.00	20%	£660.00	£24	
	4	PPWP	Pathway Planter <i>2 either side of the mining wheel.</i>	£112.00	20%	£448.00	£24	
EXISTING	8	PWB1500-BP	Window Box 1500mm Black Planted <i>On the 'Welcome to' signs</i> <i>Includes brackets</i>	£105.00	20%	£840.00	£24	
EXISTING	4	PWB1000-BP	Window Box 1000mm Black Planted <i>On the railings near entrance to the park.</i> <i>Includes brackets</i>	£92.00	20%	£368.00	-£72	reduced window box by 1 as didn't flourish due to trees
EXISTING	12	PHP26-BCP	Holestar Planter 670mm Black Contractor Planted <i>On lamp posts through the village.</i> <i>Includes brackets 6 x 2 on Market Place</i>	£45.00	20%	£540.00	£36	lamppost numbers - LP15, LP14, LP1, LP3, LP6, LP7
NEW FOR 2026	1	CARRIAGE	Carriage: Deliver, Install, Remove & Collect	£550.00	20%	£550.00	£100	
NEW FOR 2026	2	PFT3-BP	Flower Tower 3 Tier Black Planted <i>Either side of bench on small grassed area at end of Cademan St</i>	£215.00	20%	£430.00	£430	NEW LOCATION
NEW FOR 2026	18	PHP26-BCP	Holestar Planter 670mm Black Contractor Planted <i>On 9 new lampposts - 2 halves per lamppost.</i>	£45.00	20%	£810.00	£810	lamppost numbers - LP8, LP10, LP11, LP21 OR 22, LP17, LP18, LP27 LP29 OR 30. SIGNAGE TO BE CHECKED ON EACH LAMPPOST TO CONFIRM POSITIONS
NEW FOR 2026	10	PBB1250-CON-BP	Barrier Basket 1250mm Black Contractor Planted <i>10 on railings opposite entrance to Old City of Don</i>	£119.00	20%	£1,190.00	£1,190	NEW LOCATION

Core price increase for 2026 - 7%	2026 Additional Spend - Core		2025 Initial Spend
	New Total	£6,266.00	£3,692.00
	VAT	£1,253.20	
	Grand Total	£7,519.20	
PLANTED HIRE 2025	£3,692		
WATER 2025	£1,944		
TOTAL 2025	£5,636		
PLANTED HIRE 2026	£6,266		
WATER 2026	£3,720		
TOTAL 2026	£9,986		

Plantscape Watering 2026		APPENDIX D						
Quantity	Quantity	Part No.	Name	Unit price	Tax	Amount	Additional spend for 2026	Comments
2	2	ONCEAWEEK	Once a week watering of Plants for Summer 2026 <i>for PFT3 Towers</i>	£95.00	20%	£190.00	£10	
4	4	ONCEAWEEK	Once a week watering of Plants for Summer 2026 <i>For PFT1 bases</i>	£82.00	20%	£328.00	£28	
4	4	ONCEAWEEK	Once a week watering of Plants for Summer 2026 <i>for Pathway Planters</i>	£80.00	20%	£320.00	£20	
12	12	ONCEAWEEK	Once a week watering of Plants for Summer 2026 <i>for the window boxes</i>	£66.00	20%	£792.00	£12	reduced window box by 1
12	12	ONCEAWEEK	Once a week watering of Plants for Summer 2026 <i>for the PHP26</i>	£35.00	20%	£420.00	£36	
NEW FOR 2026	2	ONCEAWEEK	Once a week watering of Plants for Summer 2026 <i>Watering the PFT3 round based 3 tier towers</i>	£95.00	20%	£190.00	£190	
NEW FOR 2026	18	ONCEAWEEK	Once a week watering of Plants for Summer 2026 <i>Watering PHP26 Holestars on the posts</i>	£35.00	20%	£630.00	£630	
NEW FOR 2026	10	ONCEAWEEK	Once a week watering of Plants for Summer 2026 <i>Watering PBB1250 Barrier Baskets</i>	£85.00	20%	£850.00	£850	
Core price increase for 2026 - 7%							2026 Additional Spend - Core price increase - 7%	2025 Initial Spend
							New Total	£3,720.00
							VAT	£744.00
							Grand Total	£4,464.00
							£1,776	£1,944











3A Market Place, Whitwick, Coalville, Leicestershire LE67 5DT

Tel: 01530 459527 Website: www.whitwickpc.org.uk

Email: clerk@whitwickparishcouncil.gov.uk Parish Clerk: Sharon Kaye

Parish Clerk Report: Resident complaints re bench location and overhanging tree at Whitwick Park

Author: Sharon Kaye, Parish Clerk
Email: clerk@whitwickparishcouncil.gov.uk

Report Date: 28/8/25

Resident complaints re location of bench and overhanging tree at Whitwick Park

Background:

27/1/22 email:

I am concerned about 6 paving slabs that have been set into the grass immediately behind our garden fence.

We often hear people chatting as they walk past which is fine most of the time BUT sometimes the language is very unpleasant!

If people are walking they pass by however if they are sitting on a bench there they will be approximately ten feet from me sitting in my garden. I don't use or want to hear unpleasant language.

Also they will be able to stand on the bench and look straight into our garden.

One side of the field has a fence along it and would be ideal to sit and look at the view.

Surely out of all the places in the park there is somewhere else to place a seat?

We knew nothing about this so didn't have opportunity to raise these issues beforehand.

PARISH COUNCIL RESPONSE:

2 responses were sent to the resident.

The resident was invited to attend the Property Management & General Purposes Committee Meeting on 3rd February 2022 to raise the concerns during the public session.

The resident did not attend.

The resident did not reply to the response email.

Committee decision, minutes 3rd February 2022, minute number 2804, item c:

Two new benches had been installed and members considered the complaint from one resident regarding location – clarified that the locations chosen were designed to meet the needs of all park visitors with varying levels of mobility and it was not felt to invade privacy, noting any future anti-social behaviour that was witnessed should be reported to the police at the time of happening; meeting to be arranged for siting of memorial bench with JR Landscaping, donor, Deputy Parish Manager and Cllr Moulton;

16/6/22 email:

It was good to receive notification of the jubilee celebrations and we enjoyed being part of them. However I didn't receive any notification about a bench seat being placed at the end of our garden nor have I received any reply to my email of several months ago.

Whilst we have not had any disruption due to the seat. I still believe there are many alternative places in the park which would not cause concern to anyone.

I would be grateful for a reply to this email please.

11/6/24 email:

I live at, Whitwick. The house backs onto Whitwick park. The trees on the border of the park have grown in the last 19 years. There are low branches which now come over our garden, branches which are enclosing our garden as well as branches which keep falling into our garden.

As well as the above the brambles and ivy that is growing in the park is growing over our fence and into our garden. I used to keep this under control myself, but am no longer able to do so.

I have photos of the wood which has dropped as well as the view from our house including the branches and the brambles, which I can provide if necessary.

I would welcome your help with this matter.

ACTION TAKEN BY WHITWICK PARISH COUNCIL:

Work to remove the ivy on the Council's side of the fence was undertaken at a cost of £420.00, approved by the Property Management & General Purposes Committee on Thursday 9th January 2025. Resident was informed.

13/5/25 email:

Most of the Ivy has been cut back now thank you. However it was a year last March when I first contacted Whitwick Parish Council about the trees as well. I am still waiting for some action. We are now in late Spring and the tree is in full leaf again.

Would you please give me a date when some one is going to take action?

I have sent you an email with some photos which were taken last year to show how the tree is impacting our environment. We have lived in the house for 20 years and in that time the canopy of the tree has lowered. We do not want any detrimental work to the tree, but would appreciate the canopy raising.

Please inform me of the situation as this situation has been going on too long.

Thank you,

13/5/25 EMAIL RESPONSE BY PARISH CLERK:

Thank you for your message regarding the trees at the rear of your property in Whitwick Park. I am pleased to hear our Grounds Maintenance contractor has now completed the work to cut down and treat the ivy on our side of the fencing.

We have carried out at least 3 previous site visits to review these trees you mention at the rear of number 26 in the park, as well as a further site visit today.

We also have tree surveys that are carried out by external contractors.

No issues have been highlighted with the trees.

Whilst I appreciate the trees are in full leaf at the moment, there are no safety risks with the trees.

Branches and twigs do break off trees during inclement weather conditions as they are a natural living species, that we do our utmost to look after and protect for the benefit of the residents and the environment.

Nothing is overhanging your property, but if it was, you are welcome to trim off any overhanging branches or employ a professional arborist to do so on any branches that overhang your boundary fence only.

The level of the canopy is not unsafe so therefore we will not be carrying out any work on these trees.

I apologise if this is not the answer you were hoping for.

11/6/25 email:

I have waited and waited. I have heard nothing from you!

The tree is still overhanging. Its branches affect us as well as the height of it has significantly increased in the 20 years we have lived in the house. The council has never done any maintenance on the tree since we moved in during May 2005!

The ivy has been removed but a stump of a hawthorn is now growing up over the height of the fence as well which it didn't before!

The ivy has gone but there are brambles growing from the park growing into our garden!
All the panels of the fence that were covered in ivy are damaged from the ivy.!
They need replacing. The ivy damaged them.
The panel that wasn't overgrown is the only one that isn't damaged, so I would like someone to come and see that and discuss a way forward.
People can now see into our garden and I have had teenagers peering in and calling to me!
How long do people have to wait for action from the council?
I would like an answer before another year passes?
The bench at the end of our garden was placed there without any consultation.
We didn't complain as we thought we would see how it went. We have heard all sorts of gossip etc but also foul language.
I have now had enough of it, especially as people can also see in as well.
I am formally requesting the moving of the park bench from the end of our garden.
I hope I have a reply within a week.
I do not wish to take this matter further, however this is now affecting my life.
I await your reply.

October 2024 Image:



May 2025 image:

Working For OUR Future



Recommendation:

- 1) ***The bench is left in situ and the original council decision is upheld.*** It has been located near to the path that has now been resurfaced, allowing the less infirm and parents with prams access to the bench if required. The Parish Council cannot control the language of park users. No incidences of anti-social behaviour have been reported in the three and a half years it has been in place.
- 2) ***No maintenance work is carried out to the tree by the Council*** due to there being no overhanging or unsafe branches. The Council have a duty of care to spend elector's precept funds for the benefit of all residents, not just 1 resident who is no longer able to maintain their garden. We appreciate this may be frustrating for the resident, but the tree survey carried out by the external contractor highlighted no issues with this tree, so the professional guidance should be followed.