



29<sup>th</sup> April 2026

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

(Chair Cllr Tony Barker, Cllr Audrey 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 COMMITTEE MEETING**

I hereby give notice that the next meeting of the Property Management and General Purposes Committee will be held at:

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

**Thursday 7<sup>th</sup> May 2026 7pm**

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,

A handwritten signature in black ink, appearing to read 'Sharon Kaye', written in a cursive style.

Sharon Kaye  
Parish Clerk

3a Market Place, Whitwick, Coalville, Leicestershire 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

## 26-161 APOLOGIES

To receive apologies for absence.

## 26-162 DECLARATIONS OF INTEREST

To receive any declarations of interest regarding any agenda items.

## 26-163 PUBLIC PARTICIPATION SESSION

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

## 26-164 MINUTES

To approve and sign the minutes of the Property Maintenance and General Purposes Committee meeting held on Thursday 5<sup>th</sup> March 2026.

APPENDIX A

## 26-165 ANNUAL MAINTENANCE TASKS

To receive the February and March annual maintenance tasks report.

APPENDIX B

## 26-166 PARISH WARDEN INSPECTION REPORTS

To receive the parish warden inspection reports.

APPENDIX C

## 26-167 TRAS MEETING

To receive the Thornborough Road Allotment Society meeting report.

APPENDIX D

## 26-168 WHITWICK BOWLS CLUB SIGNED LICENCE AGREEMENT 2026

To receive the signed Whitwick Bowls Club Licence Agreement for the 2026 season.

APPENDIX E

## 26-169 ACCESS IRRIGATION SERVICE

To receive the report regarding the Access Irrigation spring service visit.

APPENDIX F

## 26-170 TREE SURVEY INITIAL SITE VISIT

To receive the initial site visit report for the commencement of the 2026 tree survey.

APPENDIX G

## 26-171 FUTURE AGENDA ITEMS

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

## 26-172 DATE OF NEXT MEETING

Thursday 4<sup>th</sup> June 2026 7pm – PMGP Meeting  
Thursday 2<sup>nd</sup> July 2026 7pm – PMGP Meeting

## LEASE, LICENCE AND MANAGEMENT AGREEMENT

To receive the document clarifying the difference between the different agreements Whitwick Parish Council have.

## **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.

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# APPENDIX A

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



## **Whitwick Parish Council Property Management and General Purposes Meeting** **Thursday 5<sup>th</sup> March 2026 7pm**

**Meeting Date:** Thursday 5<sup>th</sup> March 2026

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

**Meeting Start Time:** 7pm

**Councillors Present:**

- Chairman Cllr Anthony Barker, Cllr Peter Moulton, Cllr Audrey Barker, Cllr Phil Casson, Cllr Andy Roach, Cllr Ray Woodward.

**Officers Present:**

- Hollie Seager, Deputy Clerk

**Public Attendees:**

- 0 members of the public in attendance

### **26-104 APOLOGIES**

No apologies received.

### **26-105 DECLARATIONS OF INTEREST**

**Cllr P Moulton** – nothing appertaining to the agenda

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

- Whitwick Historical Group as a member

**Cllr R Woodward** declared a **registerable interest** as

- Whitwick Historical Group as a member
- Whitwick Quarry Liaison Group as a member

**Cllr Anthony Barker** – nothing appertaining to the agenda

**Cllr A Roach** – nothing appertaining to the agenda

**Cllr P Casson** – nothing appertaining to the agenda

### **26-106 PUBLIC PARTICIPATION SESSION**

No members of the public present.

### **26-107 MINUTES**

**APPENDIX A**

**On the motion of Cllr Audrey Barker, seconded by Cllr Andy Roach, members RESOLVED to approve the Property Management and General Purposes Committee meeting minutes for the 22<sup>nd</sup> of January 2026 as a true record, to be signed by the Chair.**

Chairman signature.....

Chairman Intials.....

It was raised by the Chairman; he thought the agenda was 'excessive' in its length and he informed the members he wanted that to be minuted.

**26-108 THORNBOROUGH ROAD ALLOTMENT AGREEMENT UPDATE**

**APPENDIX B**

Report received and noted by members. Members were informed that the Parish Clerk, Deputy Clerk and Cllrs Audrey and Anthony Barker were present this morning on a visit to Thornborough Road Allotments. Whilst there they met with the secretary of the allotments and confirmed that a formal email would be sent to arrange a meeting with all the committee members to resolve the outstanding issues with the management agreement. The Parish Clerk will send over a selection of dates and times for the meeting, all PMGP members will be informed and invited to attend.

**26-109 WALKERS FLATS ALLOTMENTS MINUTES**

**APPENDIX C**

Received and noted by members.

**26-110 BOWLS CLUB UPDATE**

**APPENDIX D**

Email from club Chairman received and noted by members.

**26-111 BOWLS CLUB LICENCE AGREEMENT**

**APPENDIX E**

Members commented that the licence agreement would possibly need to be longer than a year to enable the club to apply for any grant funding available.

**ITEM DEFERRED UNTIL NEXT MEETING.**

**26-112 GROUNDS MAINTENANCE MEETING**

Deputy clerk informed members that JR Landscaping and members would be invited to a ground's maintenance only PMGP meeting on the return of the ground's maintenance team from their holiday. A date will be confirmed and communicated to all members to attend.

Received and noted.

**26-113 ANNUAL MAINTENANCE TASKS**

**APPENDIX F**

Cllr Anthony Barker confirmed he had approved the payment for the annual service to the macerator and routine works carried out at the time of the service to replace the faulty Capacitor which had been setting off the alarm in Park Hall, affecting the hirers. Following the service, it was advised to replace the drain cover as part of 'routine maintenance'.

Report received and noted by members.

**26-114 PLAY AREA INSPECTION REPORTS**

**APPENDIX G**

Members commented on the 6 inspection reports on pages 9-256 and confirmed that priorities 9-12 needed to be completed as soon as possible. Cllr Anthony Barker stated that the other items of priority 8 and less cannot be left unattended and to forward a copy of the full inspection report to the grounds maintenance team and highlight the items that they could address and resolve. There is a seven-thousand-pound additional budget allocated for this financial year in our accounts code '4600 Play Equipment.'

**On the motion of Cllr P Moul, Seconded by Cllr R Woodward.**

**It was RESOLVED that in line with the terms of reference, we obtain three quotes for repair of priorities 9-12, then dependant on costings, recommend to full council to approve the works to be completed.**

Deputy Clerk informed members that unfortunately, the surface repairs have not been able to be progressed in this financial year.

**On the motion of Cllr Anthony Barker, Seconded by Cllr A Roach.**

**It was RESOLVED to recommend to full council that the £20,000 budget allocation that was agreed last year, will now need to be transferred to Earmarked Reserves code 4600 'Play Equipment,' to complete works this financial year.**

Chairman signature.....

Chairman Initials.....

**26-115 WHITWICK PARK TOILETS**

Deputy clerk updated members that the purchase order had been sent to the contractor to replace and repair the locks on all three toilet doors to secure the entire block. Once a date has been confirmed all PMGP members will be informed.

Unfortunately, the toilet project has not been able to be progressed in this financial year.

**On the motion of Cllr Audrey Barker, seconded by Cllr R Woodward. It was RESOLVED to recommend to full council the £16,000 budget allocation that was agreed last year, will now need to be transferred to Earmarked Reserves code 4630 'New Projects – Toilet Repair,' to complete works this financial year.**

**26-116 WORKING PARTIES/COMMUNITY GROUPS**

Cllr Anthony Barker commented on councillors being able to report things they see around the village to the various departments that deal with it, i.e. NWLDC, LCC, Environmental Agency etc. Members can assist the Parish by using the 'report it' tool on the various applicable websites. Deputy Clerk will email members with the website links.

Deputy Clerk recommended we set up a community group 'Friends of Whitwick.'

Recommending we have a community group to assist and encourage community activity towards reporting items to NWLDC, LCC, EA and to assist in running voluntary community activities (i.e. litter picking, coffee mornings, help in prep for community events).

**26-117 FUTURE AGENDA ITEMS**

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

**26-118 DATE OF NEXT MEETING**

- Thursday 19<sup>th</sup> March 7pm – Council Meeting
- Thursday 30<sup>th</sup> April 6pm-8pm – Annual Parish Meeting
- Thursday 7<sup>th</sup> May 2026 7pm – PMGP Committee Meeting
- Thursday 21<sup>st</sup> May 2026 7pm – Annual Council Meeting

Meeting closed by Chairman 8:07pm.

CHAIRMAN SIGNATURE: .....

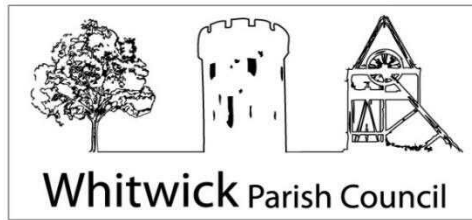
CHAIRMAN NAME: (PRINTED) .....

DATE: .....

Chairman signature.....

Chairman Intials.....

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Email: [clerk@whitwickparishcouncil.gov.uk](mailto:clerk@whitwickparishcouncil.gov.uk) Parish Clerk: Sharon Kaye

## **Deputy Clerk Report: Annual Maintenance Task List**

Author: Deputy Clerk, Hollie Seager  
Email: [deputy@whitwickparishcouncil.gov.uk](mailto:deputy@whitwickparishcouncil.gov.uk)

Report Date: 28.04.2026

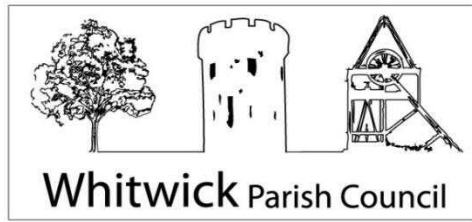
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### **ANNUAL MAINTENANCE TASKS**

**To review any action points outstanding from annual maintenance tasks completed or due.**

- 1) All PAT testing completed – no items to be actioned.
- 2) Rudkin and Herbert serviced the air flow boiler at Whitwick Park Hall – no action required.
- 3) No upcoming annual maintenance tasks for April or May 2026.

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## APPENDIX C

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

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Email: [clerk@whitwickparishcouncil.gov.uk](mailto:clerk@whitwickparishcouncil.gov.uk) Parish Clerk: Sharon Kaye

### **Report: Parish Warden Inspection Sheets**

Author: Deputy Clerk, Hollie Seager  
Email: [deputy@whitwickparishcouncil.gov.uk](mailto:deputy@whitwickparishcouncil.gov.uk)

Report Date: 28.04.2026

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#### **PARISH WARDEN INSPECTION UPDATES:**

- 1) Inspections completed from 18<sup>th</sup> March to 29<sup>th</sup> April 2026 are in the appendices that have been provided.
- 2) An existing issue from 2024 has been re-reported – a flooding manhole cover on the footpath behind Tressall Road/Hilary Crescent (WPC.012) which is still ongoing with Friends of Holly Hayes Wood and Ryan Haycock (Senior Technician, Highway Drainage and Flood Alleviation, Leicestershire County Council)

A representative from Friends of Holly Hayes Wood met Ryan on site week commencing 2<sup>nd</sup> March 2026, with approval to start the work. Some trees need removing that are blocking access to the site for the work to be carried out. Ryan informed us on 9<sup>th</sup> March 2026 that approval had been given by Leicestershire County Council, the works have been raised on their system on this issue, and we are awaiting a date.


Deputy Clerk chased Ryan on 28.04.2026 for a start date. No reply has been received yet.

**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	ACTION TAKEN BY Parish Manager (sign and date)
VISUAL CHECK	Yes/No <del>or N/A</del>	Yes/No <del>or N/A</del>	Yes/No <del>or N/A</del>	Yes/No <del>or N/A</del>	Yes/No <del>or N/A</del>	Yes/No <del>or N/A</del>	
Does the area look clean and tidy?	Y	Y	Y	Y	Y	Y	
Are notices on display?	N/A	Y	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	N/A	N/A	N/A	N/A	N/A	
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	
IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.							

Signed:  Name: MARGARET ROWSH Date: 18/03/26

AREA ① INSPECTION

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

WHITWICK 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	①		②									
VISUAL CHECK	Yes/No	0.25	Yes/No	0.25	Yes/No	0.23	Yes/No	or N/A	Yes/No	or N/A	Yes/No	or N/A
Any issues?	No	No	No	No	No	No	No	No	No	No	No	No

Signed: *[Signature]* Name: MARY'S PARISH Date: 18/03/26

Area 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

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 Clerk by email as quickly as possible

Please alert the Parish Clerk 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 AREA 2 VISUAL CHECK YES / NO or N/A	0.04 East of Hall Lane (off City of Dan) Open Space & Flagpole	0.11 West Side of Holly Hayes Rd (aka City of Dan/ Rosslyn) Play Area Open Space	0.10 Hermitage Rd/ Green Lane Play Area Open Space	0.12 Northeast of Hilary Crescent Play Area Open Space	0.03 Walkers Flats Allotment Gardens	0.33 Memorial Winding Wheel (City of Dan)	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.
Does the area look clean and tidy?	YES	YES	YES	YES	YES	YES	
Are there any notices on display?	N/A	N/A	YES	YES	YES	N/A	0.12
Are they relevant and clean?	YES	YES	YES	YES	YES	YES	
Do fencing and gates (if any) look secure?	N/A	YES	YES	YES	YES	YES	
Has the grass been mown?	N/A	N/A	YES GRASS	N/A	N/A	N/A	
Is the area free from litter and bins empty?	YES	YES	YES	YES	YES	YES	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	✓	0.12 F.P.S. 11 P. 10. 12. 50
GRIT BIN							
Any issues?	N/A	No	No	N/A	N/A	N/A	
What 3 Words Location	-	-	-	-			

Signed:  Name: Martin Basell Date: 25/03/26


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

# AREA 3 COLLECTION

## WHITWICK PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP

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 Clerk by email as quickly as possible. Please alert the Parish Clerk 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	0.02 Robinson Road Play Area & Open Space	0.18 Thornborough Public Open Space (Bridle Road)	0.21 Land West of Thomas Road Open Space (aka Eisdon Rd)	0.24 Whitwick Park	0.30 Thornborough Road Allotments	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.
AREA 3 VISUAL CHECK YES / NO or N/A	Y	Y	Y		Y	
Does the area look clean and tidy? (Including any Street Furniture.)	Y	N/A	N/A		Y	
Are notices on display?	Y	Y	Y		Y	
Are they relevant and clean?	Y	Y	Y		Y	
Do fencing and gates (if any) look secure?	Y	Y	Y		Y	
Has the grass been mown?	Y	No	Y		N/A	
Is the area free from litter and bins empty?	Y	Y	Y		Y	
Special features/hazards e.g. trees, brook	✓	✓	✓		✓	
GRIT BIN						
Any issues?	-	-	-		-	
What 3 Words Location	-	-	-		-	

Signed:  Name: Martin Powell Date: 01/04/26

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

AREA 4 PROBLEMS.

WHITWICK PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP

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 Clerk by email as quickly as possible

Please alert the Parish Clerk 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 AREA 4 VISUAL CHECK YES/ NO or N/A	0.28 North Street Open Space	0.01 Briers Way Open Space	0.09 & Land on the South side of Briers Way (2 Areas)	0.07 & Land on the South side of Stinson Way (1 plot)	0.08 Land on the Southwest of Stinson Way (1 plot)	0.20 Land west of 2 Valley Road (Howe Road)	0.05 Land on the North side of Ashford Rd Open Space	0.06 Land to the South of Thomas Rd Open Space (1 Plot)	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.
Does the area look clean and tidy?	Y	Y	Y	Y	Y	Y	Y	Y	
Are notices on display?	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	
Are they relevant and clean?	N/A	N/A	Y	N/A	N/A	Y	N/A	N/A	
Do fencing and gates (if any) look secure?	Y	Y	N/A	Y	Y	Y	Y	Y	
Has the grass been mown?	Y	Y	N/A	Y	Y	Y	Y	Y	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	✓	✓	✓	
<b>GRIT BIN</b>									
Any issues?	-	-	-	No	-	-	No	-	
What 3 Word Location	-	-	-	-	-	-	-	-	

Signed:  Name: Martin Powell Date: 08/04/26

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

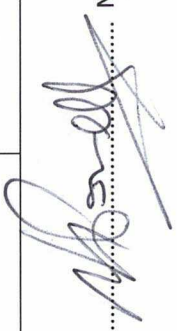
AREA 2 Inspections

WHITWICK PARISH COUNCIL PERIODIC VISUAL CHECK OF LAND IN THE PARISH COUNCIL'S OWNERSHIP

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 Clerk by email as quickly as possible

Please alert the Parish Clerk 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 AREA 2 VISUAL CHECK YES / NO or N/A	0.04 East of Hall Lane (off City of Dan) Open Space & Flagpole	0.11 West Side of Holly Hayes Rd (aka City of Dan/ Roslyn) Play Area Open Space	0.10 Hermitage Rd/ Green Lane Play Area Open Space	0.12 Northeast of Hilary Crescent Play Area Open Space	0.03 Walkers Flats Allotment Gardens	0.33 Memorial Winding Wheel (City of Dan)	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.
Does the area look clean and tidy?	Y	Y	Y	Y	Y	Y	
Are there any notices on display?	N/A	Y	Y	Y	Y	N/A	
Are they relevant and clean?	-	Y	Y	Y	Y		
Do fencing and gates (if any) look secure?	Y	Y	Y	Y	Y	Y	
Has the grass been mown?	Y NOT RECENT	Y NOT RECENT	Y NOT RECENT	Y NOT RECENT	Y NOT RECENT	Y NOT RECENT	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	✓	
<b>GRIT BIN</b>	-	✓	✓	-	-	-	
Any issues?	-	No	No	-	-	-	
What 3 Words Location	-	-	-	-	-	-	

Signed:  Name: Martin Powell Date: 22/4/26

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

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## APPENDIX D

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

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Email: [clerk@whitwickparishcouncil.gov.uk](mailto:clerk@whitwickparishcouncil.gov.uk) Parish Clerk: Sharon Kaye

### **Report: Thornborough Road Allotments 23.04.2026**

Author: Deputy Clerk, Hollie Seager  
Email: [deputy@whitwickparishcouncil.gov.uk](mailto:deputy@whitwickparishcouncil.gov.uk)

Report Date: 23.04.2026

#### **TRAS Allotment Meeting – Bowling Pavilion Thursday 23.04.2026 - 10am**

To consider and resolve the business transacted in the agenda (provided to all Property Management General Purposes Committee Members on 22.04.2026)

**Members in attendance:** Cllr Anthony Barker (Chair), Cllr Peter Moulton (TRAS Link Councillor), Cllr Audrey Barker, Cllr Andy Roach.

**Officers in attendance:** Parish Clerk Sharon Kaye, Deputy Clerk Hollie Seager

**TRAS committee members in attendance:** Martin Websall (Secretary), Darren Purple (Plot Liaison), Pete Woods (Treasurer), Terry Smith (Chair), Mick Merry & Paul Barnham (Committee Members) .

A list of what allotments annual accounts should contain has been provided, APPENDIX C in the agenda pack all members were emailed on 23.04.2026.

Parish Clerk has offered to assist the group if they need any help compiling / providing the information.

On submission from Thornborough Road Allotment Society to Whitwick Parish Council, the accounts will be initially checked by the Parish Council. They are then sent to an external auditor who is a professionally trained accountant to cross match the income received and expenditure and confirm the balance sheet is correct.

We have a site visit arranged for Thursday 28<sup>th</sup> May 10am to review the site, the access, the boundaries. All Property Management and General Purposes committee are invited to attend.

There will be an extra Property Management and General Purposes meeting, with the committee members of Thornborough Road Allotment Society to be held on Thursday 4<sup>th</sup> June 7pm to finalise their new management agreement and ensure the outstanding accounts have been bought up to date.

**Outcome: Thornborough Road Allotment Society must bring their accounts / information required up to date and sent to the Parish Council within 28 days of the meeting. Thursday 21<sup>st</sup> May is deadline for Thornborough Road Allotment Society.**

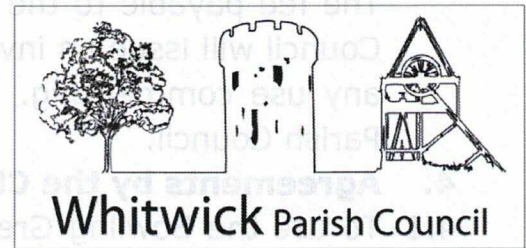
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# APPENDIX E

**THIS LICENCE** is made the

**1 April to 30<sup>th</sup> September 2026 –**

**BETWEEN**



1. **WHITWICK PARISH COUNCIL** of, 3a Market Place, Whitwick, LE67 5DT (the Council)
2. **WHITWICK PARK BOWLS CLUB** of, [REDACTED] acting by its chairman and two committee members (the Club)

**NOW IT IS AGREED** as follows :-

## 1. Definitions

"The Pavilion" means the building at Whitwick Park used as a Pavilion

"The Bowling Green" means the area of land at Whitwick Park laid out and maintained by the Council as a Green for the playing of Bowls

"Member" means a duly admitted and paid-up member of the Club

## 2. Licence

- 2.1 Subject to the provisions contained in Clause 3 the Council gives to the Club (in common with the Council and all others entitled) for the Club and all persons who are members of the Club or persons properly authorised by them being their guests or members of visiting teams consent to use the Pavilion and the Bowling Green on the terms of this licence during the 2026 Bowls Season, namely period, namely 1 April to 30 September 2026
- 2.2 Outside of this period, the Parish Council reserves the right to use the Pavilion for its own or any other purpose.
- 2.3 As Whitwick Park is a King George V Field charity and is required to be open to all users, at least one rink of the Bowling Green must always be available for public use, except with the express written consent of the Parish Council which shall be given on no more than two occasions per year.
- 2.4 This Licence does not take the form of nor purport to grant any legal interest in the land and premises. This Licence will become effective and valid upon receipt by the Parish Clerk of a duly signed and dated copy of the acceptance by the Club of the terms and conditions of this licence.

### **3. Fee**

The fee payable to the Council by the Club is £1,100.00. The Parish Council will issue an invoice for the fee, and this shall be paid prior to any use commencing. This fee is subject to annual review by the Parish Council.

### **4. Agreements by the Club**

- 4.1 To use the Bowling Green only for the purpose of playing Bowls and the Pavilion only by Members of the Club and visiting teams as ancillary to such use during such hours as shall be agreed between the Council and the Club from time to time
- 4.2 Such use to be in respect of 3 of the 4 rinks at the Bowling Green on Club Days when the rinks are used for competitive or casual matches
- 4.3 To keep the Pavilion and the Bowling Green clean, tidy and free from rubbish
- 4.4 Not to use the Pavilion in such a way so as to cause nuisance damage, disturbance, annoyance, inconvenience or interference to any adjoining or neighbouring property
- 4.5 To observe such reasonable rules and regulations as the Council may make and of which the Council shall notify the Club from time to time governing the use of the Pavilion and the Bowling Green The club shall supply the Council with a list of the dates on which it proposes to use the green for competitive and casual matches prior to the start of the season.
- 4.6 To supply to the Council a full list of the Members of the Club
- 4.7 To issue fully paid-up Members with membership cards at the Club's own expense, which should be produced on request when using the Bowling Green or the Pavilion
- 4.8 This membership card shall clearly show that the holder is a member of the club and give details of the Member's name and the season to which it applies. Anyone not able to produce such a card will be assumed to be a member of the public and will be charged the normal casual use rate
- 4.9 Not to impede members of the public lawfully using the Bowling Green or the Pavilion
- 4.10 To maintain adequate public liability insurance and to provide a copy of the same to the Council on request together with a copy of the receipt for the payment of the premium
- 4.11 To indemnify the Council against any losses, claims, demands actions, proceedings damages costs and expenses or other liability arising from this Licence

### **5. Liaison**

If requested, the Council shall appoint representatives to undertake a liaison meeting with up to three representatives of the Club on one occasion per season or on additional occasions at the request of the Club.

### **6. Termination**

- 6.1 The rights granted by this Licence shall terminate immediately on notice served by the Council at any time following any breach by the Club of their undertakings

6.2 The Council may terminate this Licence at any time by giving to the Club not less than three months' written notice

**7. Notice**

Any notice or other communication required to be given under this licence shall be in writing and shall be delivered personally, or sent by post, or recorded delivery or by commercial courier, to each party required to receive the notice or communication as set out below:

- (a) to the Licensor at: Whitwick Parish Council, 3a Market Place, Whitwick, LE67 5DT
- (b) to the Licensee at: [REDACTED]

or as otherwise specified by the relevant party by notice in writing to each other party.

**8. Liability**

- 8.1 The Council gives no warranty that the Pavilion or the Bowling Green is legally or physically fit for the purposes of the Club
- 8.2 The Council shall not be liable for any injury to or for damage to any property of or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Club in the exercise of the rights granted by this licence
- 8.3 The Parish Council will arrange and pay for buildings insurance for the premises, and the club is responsible for contents insurance for the interior and their own property stored at the premises.
- 8.4 The Parish Council will maintain the exterior of the building, and the club are responsible for the interior decoration.

SIGNED by the Parish Clerk for and on behalf of Whitwick Parish Council

*Sharon Kaye*  
.....

Sharon Kaye, Parish Clerk

SIGNED for and on behalf of Whitwick Park Bowls Club by

[REDACTED]  
.....

Gavin Broughton, Chairman

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## APPENDIX F

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

Tel: 01530 459527 Website: [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

Email: [clerk@whitwickparishcouncil.gov.uk](mailto:clerk@whitwickparishcouncil.gov.uk) Parish Clerk: Sharon Kaye

### **Report: Access Irrigation**

Author: Hollie Seager, Deputy Clerk  
Email: [deputy@whitwickparishcouncil.gov.uk](mailto:deputy@whitwickparishcouncil.gov.uk)

Report Date: 18/03/2026

The Parish Clerk facilitated the spring service visit for Access Irrigation on Monday 16<sup>th</sup> March 2026. Unfortunately, the water tank was empty and therefore the service could not be carried out. We were not aware the water tank had been emptied and not re-filled. JR Landscaping confirmed that their staff member had indeed drained the system. The engineer had availability to return on Tuesday 17<sup>th</sup> March 2026 to complete the service once we had filled the tank back up to the necessary level.

The Parish Clerk raised some existing queries regarding the sprinklers and current watering process with the maintenance engineer re the watering system, as well as needing clarification of the correct process for draining the water tank, which needed to be resolved during the service visit. Access to the water tank was also discussed as there was a padlock on the water tank cage, but it was not being used.

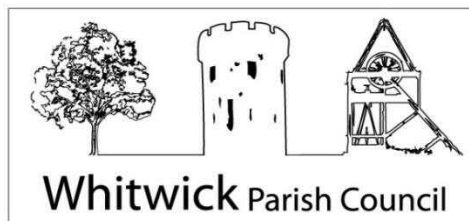
The Deputy Clerk then met the engineer for the second visit at Whitwick Park Bowls Club, on Tuesday 17<sup>th</sup> March 2026 at 12:30pm.

The following items were discussed with the Deputy Clerk and Engineer:

- Cllr P Moulton has mentioned previously he wasn't sure if the sprinklers met each back corner of the bowls green as sometimes these seemed 'dry.' Deputy Clerk did stand and watch all sprinklers turned on and the area that was covered by them, and they were set to reach the range they needed to. I was happy all areas of the green were reached and covered. The problem may have been in the past that the sprinklers had in fact ran out of water / low pressure due to low water in the tank as each sprinkler had too long a cycle.
- The sprinklers were on 'too long' in duration. Each sprinkler was set for a 20-minute cycle. He recommended by experience and other bowls greens he visits of similar size, that each sprinkler only needed to be on around 6 minutes, a total of 24 minutes per cycle. The risk of the tank draining empty is high when the sprinklers would be on for over an hour!
- The engineer set the timer for the sprinklers to come on at 2am EVERY morning from now on, as the season is approaching and so is warmer weather (hopefully)
- When the higher temperatures hit, we can go and manually override for the cycle to start again (for example when the park gates were opened around 8am) OR set another timer to come on around 6am in the morning, he said those sorts of times were perfectly suitable. IF we did have a long spell of extreme heat and dryness, we could also manually override and when the park gates close at 9pm in the summer, the ranger could go and switch the sprinklers back on for another cycle if needed.
- One query we still have and will be returning to the supplier to ask – Over the winter period, do we HAVE to drain down the tank, or can it be kept just below the floater level so it can expand in situations of freezing. If it is kept at just below float level, how do we ensure the water is drained from the sprinklers and pipes? Is there an isolation valve that isolates the tank from the pipes? If not, the tank will need to be drained every winter to ensure the pipes don't crack. I will update you further when I have received a reply.
- The next service will be due after the season ends and before the winter period starts. Winter services usually take place around end November.

**Working For OUR Future**

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## APPENDIX G

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

Tel: 01530 459527 Website: [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

Email: [clerk@whitwickparishcouncil.gov.uk](mailto:clerk@whitwickparishcouncil.gov.uk) Parish Clerk: Sharon Kaye

### **Report: Tree Survey Initial Site Visit**

Author: Sharon Kaye, Parish Clerk  
Email: [clerk@whitwickparishcouncil.gov.uk](mailto:clerk@whitwickparishcouncil.gov.uk)

Report Date: 5/3/26

The tree survey commenced on 5/3/26. It is recommended that the tree survey is carried out every three years. It is advisable to alter the seasons i.e. one in spring and one in the autumn.

A site meeting was held with Rob Hardingham, Tree Surveyor - Forestry & Arboriculture, Leicestershire County Council, Operational Property Services, Cllr Anthony Barker, Cllr Audrey Barker, Parish Clerk Sharon Kaye, Deputy Clerk Hollie Seager.

The surveyor Rob explained how he carries out the survey, using a physical example of the blossom tree outside park hall, to explain what they look for. This is carried out from the ground using a VTA (visual tree assessment). This was very detailed and helpful.

He then showed us an example of the Eazytreev software they use. Each tree has a specific five-digit code in their system to identify it. We have asked for this data to be included in our reports in the future. At present we get the land area and then each tree is numbered from 1 upwards for each land area.

We asked about the trees at Whitwick Park and the height of the trees. He explained that the trunk and the height are all relevant and that the trees should be left to grow naturally. In terms of the crown lifting (removal of lower branches), it is advised to do this to a height of 3m so that the grounds maintenance contractors roller bar on their mower does not catch on the branches. He explained that the average root system is approximately 1.5 times the width of the tree canopy.

We also asked the contractor about ivy growing around trees. He stated whilst it is not parasitic, it will compete for nutrients, it can cause windage, and they would recommend the removal of ivy growing up around trees, so that the tree survey can also be carried out correctly with full visibility of the tree trunk.

It was also discussed about the effect of removing a tree. This can mean closer monitoring is required for trees adjacent to the removed tree due to the axiom of uniform stress, ie the existing trees will suddenly be exposed to stronger winds through them, so the tree needs time to adapt to that with it's growth.

The surveyor highlighted a conifer tree down the park driveway which had suffered excavation damage. This had been caused by the grounds contractor when the path was put in approx. 5 years ago. Root damage to existing trees is something to be aware of for any future construction projects.

The surveyor also explained about the value of a tree. There is a new formula now used which uses the value of a tree x the age expectancy of the tree to end up with a caveat tree value of £160,000.00. That is the figure that would be used in terms of discussing the value of a tree for a TPO, or if a developer was looking at land with trees on, or a resident wanted you to remove a tree. It would not be the actual cost of the tree surgeon that you would use to negotiate or discuss that type of matter.

The surveyor recommended the council adopt the LCC tree strategy. This helps explain to residents what work is carried out to trees and why, so the council has a clear policy to follow. This document will be reviewed and then brought to council for approval.

**Outcome:**

**Grading system:**

Urgent – action straightaway

P1 – action with 3 months

P2 – action within 12 months

Routine – action within 3 years

I have requested a quote for the P1, P2 and route work recommended, which will follow once the surveys have all been completed. They use a third-party contractor, GW Treecare. For this they have agreed rates using a size guide A-G for the relevant tree. The surveyor would accompany the contractor on site to review the work to be carried out, prior to submitting the quote. If the Leicestershire County Council contractor is used to carry out the work, they may not be the cheapest, but they have access to the same software so our tree records and existing survey would be updated as the work was carried out, with photo evidence provided by the contractor. This means the surveyor knows the work has been carried out, whereas if a third party carries out the work, there is no evidence base that it has been carried out and if a new survey was required to confirm it, that would be chargeable.

Additional quotes will be sought once the survey results have been received.

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