



Thursday 25th June 2026

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

(Cllr Anthony Barker (Chair), Cllr Audrey Barker, Cllr Elijah Bennett, Cllr Peter Moulton, Cllr Andy Roach, Cllr Ray Woodward)

Dear Councillors,

**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 2<sup>nd</sup> July 2026 at 7.00pm**

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

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

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

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

A handwritten signature in black ink, appearing to read 'Sharon Kaye'.

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**

**26-284 APOLOGIES** - To receive and approve apologies for absence.

**26-285 DECLARATIONS OF INTEREST** - To receive any declarations of interest, in regard to any agenda item.

**26-286 PUBLIC PARTICIPATION SESSION** - To receive representation and questions from the public in respect of items of business on the agenda.

**26-287 PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE MEETING MINUTES** - To approve the minutes of the Property Management and General Purposes Committee meeting, held on 4<sup>th</sup> June 2026.

**APPENDIX A**

**26-288 PARISH WARDEN INSPECTION REPORTS** - To receive the parish warden inspection reports.

**APPENDIX B**

**26-289 PLANTING SCHEME** - To review and approve the Winter 2026 and Summer 2027 planting scheme.

**26-290 QUARTER 1 REVIEW** – Quarter 1 update on Property Management activities.

**26-291 FUTURE AGENDA ITEMS** - To note that all future agenda items should be raised with the Parish Clerk for consideration.

**26-292 DATE OF NEXT MEETING** - Thursday 3<sup>rd</sup> September 2026 7pm at Whitwick Park Hall.

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

## **Property and General Purposes Committee Meeting** **Thursday 4<sup>th</sup> June 2026 7pm**

**Meeting Date:** Thursday 4<sup>th</sup> June 2026

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

**Meeting Start Time:** 7.00pm

**Councillors Present:** Chair Cllr Anthony Barker, Cllr Audrey Barker, Cllr Elijah Bennett, Cllr Ray Woodward.

**Officers Present:** Sharon Kaye, Parish Clerk

**Public Attendees:** 3 members of the public in attendance

### **26-216 ELECTION OF CHAIRMAN FOR 2026/2027**

On the motion of Cllr Ray Woodward, seconded by Cllr Audrey Barker,

**Members RESOLVED to approve Cllr Anthony Barker elected as Chair of the Property Management and General Purposes Committee for the 2026-2027 term.**

### **26-217 APOLOGIES**

Cllr Peter Moulton – prior arrangements.

Cllr Roach – absent.

On the motion of Cllr Audrey Barker, seconded by Cllr Ray Woodward,

**Members RESOLVED to accept the apologies.**

### **26-218 DECLARATIONS OF INTEREST**

**Cllr Anthony Barker** had nothing to declare.

**Cllr Audrey Barker** had nothing to declare.

**Cllr E Bennet** had nothing to declare.

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

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

### **26-219 PUBLIC PARTICIPATION SESSION**

3 members of public present. No issues were raised.

**26-220 THORNBOROUGH ROAD ALLOTMENTS****APPENDIX A**

No members of the Thornborough Road Allotments Society were present.

Members received the following report from the Parish Clerk:

The following report has been forwarded to members today for their perusal:

A meeting was held on 23/4/26 with Property Management and General Purposes Committee members and Thornborough Road Allotment Society committee members. The agenda plus was forwarded to all committee members.

Thornborough Road Allotment Society secretary Martin Websell confirmed the previous management agreement was correct and the last agreement in place.

The Property Management and General Purposes Committee Chair Cllr Anthony Barker then conducted the detailed management agreement review that had been prepared by the Parish Clerk. This was a line-by-line review of every item in the agreement.

The information required for the allotment association's annual accounts was then reviewed and a guidance document had been provided, which the treasurer Peter Woods confirmed was understood.

The action required and timelines for this was then discussed as follows:

Whitwick Parish Council deadline for completion of the tasks in the management agreement review and checklist is 28 days – Thursday 21st May 2026.

As the accounts should have been produced each year and presented at the AGM, the work should not be considerable.

Any assistance that is required, please contact the Parish Clerk.

I can confirm the association secretary has contacted me regarding public liability insurance at the site and that question has been answered, in that the association is responsible for obtaining public liability insurance as required in the management agreement.

A site visit was carried out to check off some items on the agreement compliance checklist provided as part of the agenda plus, on Thursday 28th May 2026 by Cllr Anthony Barker, Cllr Audrey Barker, Cllr Peter Moulton and Cllr Andy Roach. The Parish Clerk was unfortunately taken unwell that morning so was unable to complete the visit.

To date, no accounts or documentation has been received from the allotments' association, so the Clerk cannot move forward with completing agreement years 2022-2023, 2023-2024, and 2024-2025, to get the documentation ready for audit.

No payment of allotment rent collected has been received either, for any of the three years.

Whilst the association were very accommodating at the meeting in April and said they had most of the information available, it is disappointing that we have received nothing yet.

As such, we cannot progress with a new management agreement.

On the motion of Cllr Ray Woodward, seconded by Cllr Audrey Barker,

**Members RESOLVED to ask the Parish Clerk to write to the Thornborough Road Allotments Society, giving them 30 days to provide the management agreement information and payments as previously requested. If this is not received, then the Parish Council will be asking the allotments society committee to stand down. If a new committee is not found to sort the outstanding issues out, then the Parish Council will have no choice but to hand the site back to the landlord.**

## **26-221 GROUNDS MAINTENANCE – PARK RANGER**

The Parish Clerk had forwarded the minutes of the meeting held on the 19<sup>th</sup> of August 2025 between the Parish Clerk and JR Landscaping, and the subsequent operational review recommendations, to members on 22<sup>nd</sup> May 2026, which had previously been presented for review at the Property Management and General Purposes Committee meeting last year.

A trial was agreed for the ranger service due to recruitment issues for the role, with a review recommended, so JR Landscaping and their team had come to talk to the committee about how the revised ranger service has been working.

The team reported there had been significant increases in litter with the warmer lighter evenings. They also had concerns about the increased anti-social behaviour in the park. The tennis court netting had been cut in two places and bolt cutters used, which Cllr Barker had kindly attended to. Issues with the car park being used overnight were also mentioned.

The Parish Clerk informed the grounds maintenance team that CCTV would be installed very soon which would hopefully help, but she encouraged the team to report any anti-social behaviour incidents to the office so they could be recorded, and reported to the police, as well as any issues affecting residents.

The rangers confirmed that the member of staff locking up the main vehicle gates was still carrying out a full visual inspection of the park, facilities and car park, as well as collecting any rubbish, prior to locking up.

Members were happy for the new ranger system to continue.

**Received and noted.**

## **26-222 GROUNDS MAINTENANCE – NEXT CONTRACT**

The Parish Clerk confirmed the current agreed contract term expires on the 31<sup>st</sup> of March 2027.

The Parish Council will have to advertise the contract on Contracts Finder, due to the value of the contract.

The contract will need to be scrutinised, amended, and approved prior to advertisement.

However, the grounds maintenance team had since informed the clerk that there was an option for the contract to continue for an additional 2 years. The clerk confirmed she would check what had been approved previously by the committee and council, and what was contained within the contract with regards to the term.

The clerk also informed members and JR Landscaping that she was aware of issues with the original contract in terms of pricing, as well as areas and tasks that had been missed out of the contract.

Members requested that for the next Property Management and General Purposes Committee meeting in July, that an item be added to the agenda for a working party to be formed to assist in reviewing the contract.

JR Landscaping also offered to review the current contract and would then have recommendations to discuss with the working party once it was formed. These suggested amendments would then be brought to the September Property Management and General Purposes Committee meeting, for members to review, with the hope that a final approved contract could be ready for the November Property Management and General Purposes Committee meeting, ready for 2027-2028 Full Council budget discussions.

**Received and noted.**

**26-223 MINUTES**

**APPENDIX B**

On the motion of Cllr Ray Woodward, seconded by Cllr Audrey Barker,  
**Members RESOLVED to approve the Property Management and General Purposes Committee meeting minutes from the 7<sup>th</sup> of May 2026 meeting, as a true record, and to be signed by the Chair.**

**26-224 FUTURE AGENDA ITEMS**

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

**26-225 DATE OF NEXT MEETING**

Thursday 2<sup>nd</sup> July 2026 7pm  
Thursday 3<sup>rd</sup> September 2026 7pm

The Chair thanked members for attending.

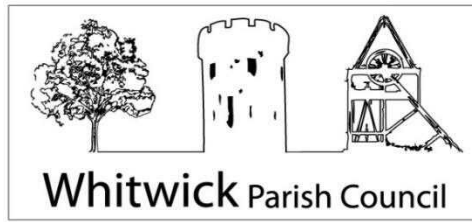
**Meeting Closed: 7.38pm.**

Chairman's Signature: .....

Chairman Name: .....

Date Signed: .....

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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

## **Parish Clerk Report:** **Parish Warden Inspections 2026-04-29 to 2026-07-01**

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

Report Date: 2<sup>nd</sup> July 2026

### **2026-05-13 Area 1 Inspection 0.17 Strimming required around picnic tables**

Emailed Jonelle at JR Landscaping on 13/05/26. Jack went to the location and strimmed the grass around the tables. Has also mentioned they will be cleaning the tables and benches, as graffiti on the bench and it was full of stickers.

Followed up on 01/07/26 with Jack who said they had removed the graffiti but needs to freshen up the paintwork now.

### **2026-05-20 Area 2 Inspection 0.10 Graffiti found BOT FLY tag**

Graffiti found on grit bin. Discussed with Jack who said when they mowed the grass last time, they hadn't seen any graffiti. Jack has been supplied with a new graffiti removal kit, donated by NWLDC.



### **2026-05-27 Area 3 Inspection - Grass cutting issues found WPC.030**

County Council grass cutting issue noted outside Thornborough Road Allotments where it had only been cut 1 swathe deep, rather than 2. Query raised with LCC.

It was also noted on 3 areas of our land that the grass had been cut but was due a cut imminently as it was getting long. This has now been carried out.

### **2026-06-02 Area 4 Inspection - Grit bin labels required on Stinson Way grit bin**

No labels left at the office. Our new grit bins require Whitwick Parish Council labels and old ones are in poor condition. Quote obtained for new labels so we can get them put out on the grit bins when they arrive.



### **2026-06-10 Area 1 Inspection - The Elms bark not raked or weeded**

Emailed Jonelle at JR Landscaping on 11/06/26. Jack went to the location the following week and weeded and raked the area. He then also filled in the hole left from the re-sited bin. Check carried out to ensure new grass seed will be added and watered, so the grass grows back over now.



**Working For OUR Future**



AREA 3 Ingleston

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.
Does the area look clean and tidy? (including any Street Furniture.)	Y	Y	Y	N/A	Y	
Are there any notices on display?	Y	N/A	N/A	N/A	Y	
Are they relevant and clean?	Y	Y	Y	Y	Y	
Are the fences and gates (if any) look secure?	No	No	No		N/A	
Has the grass been mown?	Y	Y	Y		Y	
Is the area free from litter and bins empty?	Y	Y	Y		Y	
Are there any special features/hazards e.g. trees, brook	Y	Y	Y		Y	
IS THERE A LITTER BIN	Y	Y	Y		Y	
Are there any other issues?	-	-	-	-	-	
What 3 Words Location	-	-	-	-	-	

Signed:  Name: MARIE BULL Date: 29/4/26 Return this form to the Parish Clerk at the next meeting.

AREA 4 Inspection

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 Open Space (1 plot)	0.08 Land on the Southwest of Stinson Way Open Space (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	N/A	N/A	N/A	N/A	N/A	N/A	
Are they relevant and clean?									
Do fencing and gates (if any) look secure?	N/A	Y	Y	N/A	N/A	Y	N/A	N/A	
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	✓	✓	✓	✓	✓	✓	✓	✓	
GRIT BIN									
Any issues?	-	-	-	No	-	-	No		
What 3 Word Location	-	-	-	-	-	-	-		

Signed:  Name: MARGIE BOWEN Date: 06/05/26 Return this form to the Parish Clerk at the next meeting.

# AREA 1 INSPECTION

## 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 1 VISUAL CHECK YES/ NO or N/A	0.13 Cademan Street Open Space	0.15 North Street Open Space	0.17 Woods at Swannymote Road (Cademan Woods) EXCLUDING Car Park	0.19 North East Side of Grace Dieu Road (Car Hill Rock)	0.23 The Elms Open Space	0.25 Parsonwood Hill Recreation Ground	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?	Y	N/A	N/A	N/A	Y	Y	
Are they relevant and clean?	Y	N/A	N/A	N/A	Y	Y	
Do fencing and gates (if any) look secure?	N/A	N/A	N/A	N/A	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 e.g. trees, brook	Y	Y	Y	Y	Y	Y	YES 0.17 STRIMMING REQ AROUND PICNIC TABLE
GRIT BIN	✓	✓	✓	✓	✓	✓	
Any issues?	-	-	-	-	✓	✓	
What 3 Word Location	-	-	-	-	AO	No/No	

Signed: [REDACTED] Name: MARISA POWELL Date: 13/05/26 Return this form to the Parish Clerk at the next meeting.

**WHITWICK PARISH COUNCIL OPEN SPACE ID AREA 2**

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.)**

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/ Rossllyn) 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	N/A	Y	Y	Y	N/A	
Are they relevant and clean?	Y	Y	Y	Y	Y	Y	
Do fencing and gates (if any) look secure?	Y	Y	Y	Y	Y	Y	
Has the grass been mown?	NOT RECENTLY	NOT RECENTLY	NOT RECENTLY	NOT RECENTLY	NOT RECENTLY	NOT RECENTLY	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	YES	✓	✓	✓	0.10 GRAFFITI ON DOG BIN
<b>GRIT BIN</b>	-	✓	✓	-	-	-	
Any issues?	-	No	No	-	-	-	
What 3 Words Location	-	-	-	-	-	-	




Name: MARTIN BUSH Date: 20/05/26

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

**WHITWICK PARISH COUNCIL OPEN SPACE ID AREA 3**

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. **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.)**

VISUAL CHECK YES / NO or N/A	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 Elsdon Rd)	0.20 Land West of 2 Valley Road (Howe Road)	0.30 Thornborough Road Allotments	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.
Does the area look clean and tidy? (Including any Street Furniture.)	Y	Y	Y	Y	Y	
Are notices on display?	Y	Y	N/A	N/A	Y	
Are they relevant and clean?	Y	Y	Y	Y	Y	
Do fencing and gates (if any) look secure?	Y	Y	Y	Y	Y	
Has the grass been mown?	Y NOT RECENTLY	Y <del>NO</del> NOT RECENT	NO	Y RECENTLY	Y PART ONLY RECENT.	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	Y	Y	Y	Y	Y	
<b>GRIT BIN</b>	Y	Y	Y	Y	Y	
Any issues?	-	-	-	-	-	
What 3 Words Location	-	-	-	-	-	


Signed:  Name: MARIN FORBES Date: 27/05/26 Return this form to the Parish Clerk at the next meeting.

RAISED SURVEY WITH CCC RE MURSON  
CUT - BEING 1 SWATH NOT 2 ON  
ROADSIDE - OUTSIDE TRASH  
HOENITAG C ROAD 27/5/26

**WHITWICK PARISH COUNCIL OPEN SPACE ID AREA 4**

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. 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.)

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 Open Space (1 plot)	0.08 Land on the Southwest of Stinson Way Open Space (1 plot)	0.24 Whitwick Park	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	
Are notices on display?	N/A	N/A	N/A	N/A	N/A		N/A	N/A	
Are they relevant and clean?									
Do fencing and gates (if any) look secure?	N/A	Y	Y	N/A	N/A		N/A	N/A	
Has the grass been mown?	NOT RECENTLY	NO RECENTLY	Y	Y	Y		Y	Y	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y		Y	Y	
Special features/hazards e.g. trees, brook	Y	Y	Y	Y	Y		Y	Y	
<b>GRIT BIN</b>	-	-	-	0.07	-		0.05	-	
Any issues?	-	-	-	NO	-		NO	-	0.07 GRIT BIN RES. NEEDED AREAS
What 3 Word Location	-	-	-	-	-		-	-	

Signed:  Name: Martin Powell Date: 02/06/26 Return this form to the Parish Clerk at the next meeting.

## Quality Audit Inspection Sheet

Street/Site Name	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
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 Open Space (1 plot)	0.07		A								
0.08 Land on the Southwest of Stinson Way Open Space (1 plot)	0.08		A								
0.24 Whitwick Park											
0.05 Land on the North side of Ashford Rd Open Space	0.05		A								
0.06 Land to the South of Thomas Rd Open Space (1 Plot)	0.06		A								

**KPI's The scorecard must be used for all scores awarded.**

Site cleansing/leaf clearance	A - Good standard / B - Satisfied standard / C - Poor standard
Weed control	A - Good standard / B - Satisfied standard / C - Poor standard
Grass cutting	A - Good standard / B - Satisfied standard / C - Poor standard
Rose, shrub beds and borders	A - Good standard / B - Satisfied standard / C - Poor standard
Hedge maintenance	A - Good standard / B - Satisfied standard / C - Poor standard
Maintenance of seasonal bedding	A - Good standard / B - Satisfied standard / C - Poor standard
Floral displays	A - Good standard / B - Satisfied standard / C - Poor standard
Play area maintenance	A - Good standard / B - Satisfied standard / C - Poor standard
Benches	A - Good standard / B - Satisfied standard / C - Poor standard

**WHITWICK PARISH COUNCIL OPEN SPACE ID AREA 1**

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. **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.)**

VISUAL CHECK YES/ NO or N/A	0.13 Cademan Street Open Space	0.15 North Street Open Space	0.17 Woods at Swannymote Road (Cademan Woods) EXCLUDING Car Park	0.19 North East Side of Grace Dieu Road (Car Hill Rock)	0.23 The Elms Open Space	0.25 Parsonwood Hill Recreation Ground	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.
Does the area look clean and tidy?	Y	Y	Y	Y	No	Y	0.23 Back Area WATER BACKS
Are there any notices on display?	Y	N/A	N/A	N/A	Y	Y	
Are they relevant and clean?	Y	N/A	N/A	Y	Y	Y	
Do fencing and gates (if any) look secure?	N/A	N/A	N/A	Y	Y	Y	
Has the grass been mown?	Y NOT RECENT	Y NOT RECENT	N/A	Y NOT RECENT	Y NOT RECENT	Y NOT RECENT	
Is the area free from litter and bins empty?	Y	Y	Y	No	Y	Y	0.19 LITTER BIN (P1)
Special features/hazards e.g. trees, brook	Y	Y	Y	Y	Y	Y	0.19 NOT EMPTIE
GRIT BIN	-	-	-	-	-	Y	
Any issues?	-	-	-	-	-	NO	
What 3 Word Location	-	-	-	-	-	-	

Name: MARTIN PARRISH Date: 10/06/26

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

Signed: 

NB RESIDENTS ASKED TO  
REMOVE BENCH + WOODEN  
HOLES  
0.23 + MAKE ANE GRASS

Quality Audit Inspection Sheet

Street/Site Name	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
0.13 Cademan Street Open Space											
0.15 North Street Open Space											
0.17 Woods at Swannymote Road (Cademan Woods)											
0.19 North East Side of Grace Dieu Road (Car Hill Rock)											
0.23 The Elms Open Space		C									
0.25 Parsonwood Hill Recreation Ground											

KPI's The scorecard must be used for all scores awarded.

Site cleansing/leaf clearance	A - Good standard / B - Satisfied standard / C - Poor standard
Weed control	A - Good standard / B - Satisfied standard / C - Poor standard
Grass cutting	A - Good standard / B - Satisfied standard / C - Poor standard
Rose, shrub beds and borders	A - Good standard / B - Satisfied standard / C - Poor standard
Hedge maintenance	A - Good standard / B - Satisfied standard / C - Poor standard
Maintenance of seasonal bedding	A - Good standard / B - Satisfied standard / C - Poor standard
Floral displays	A - Good standard / B - Satisfied standard / C - Poor standard
Play area maintenance	A - Good standard / B - Satisfied standard / C - Poor standard
Benches	A - Good standard / B - Satisfied standard / C - Poor standard

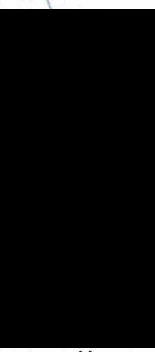
0.23 THE ELMS - AREA REQS WOODING.

## WHITWICK PARISH COUNCIL OPEN SPACE ID AREA 2

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.)

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?	Y	Y	Y	Y	Y	Y	
Are there any notices on display?	Y	N/A	Y	Y	Y	N/A	
Are they relevant and clean?	Y	Y	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	N/A	
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>	-	Y	Y	-	-	-	
Any issues?	-	No	No	-	-	-	
What 3 Words Location	-	-	-	-	-	-	



Signed:

Name: MARCUS POWELL Date: 11/06/20

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

## Quality Audit Inspection Sheet

Street/Site Name	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
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)											

**KPI's The scorecard must be used for all scores awarded.**

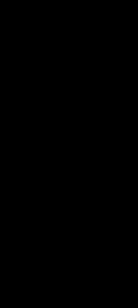
Site cleansing/leaf clearance	A - Good standard / B - Satisfied standard / C - Poor standard
Weed control	A - Good standard / B - Satisfied standard / C - Poor standard
Grass cutting	A - Good standard / B - Satisfied standard / C - Poor standard
Rose, shrub beds and borders	A - Good standard / B - Satisfied standard / C - Poor standard
Hedge maintenance	A - Good standard / B - Satisfied standard / C - Poor standard
Maintenance of seasonal bedding	A - Good standard / B - Satisfied standard / C - Poor standard
Floral displays	A - Good standard / B - Satisfied standard / C - Poor standard
Play area maintenance	A - Good standard / B - Satisfied standard / C - Poor standard
Benches	A - Good standard / B - Satisfied standard / C - Poor standard

**WHITWICK PARISH COUNCIL OPEN SPACE ID AREA 3**

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. **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.)**

VISUAL CHECK (YES / NO or N/A)	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 Elsdon Rd)	0.20 Land west of 2 Valley Road (Howe Road)	0.30 Thornborough Road Allotments	IS ANY FOLLOW UP ACTION REQUIRED? Suggestions please.
Does the area look clean and tidy? (Including any Street Furniture.)	Y	Y	Y	Y	Y	
Are notices on display?	Y	Y	N/A	N/A	Y	
Are they relevant and clean?	Y	Y	Y	Y	Y	
Do fencing and gates (if any) look secure?	Y	Y	Y	Y	Y	
Has the grass been mown?	Y NOT RECENTLY	Y NOT RECENTLY	Y NOT RECENTLY	Y NOT RECENTLY	NO	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	Y	Y	Y	Y	Y	
<b>GRIT BIN</b>	Y	Y	Y	Y	Y	
Any issues?	-	-	-	-	-	
What 3 Words Location	-	-	-	-	-	

Name: MARVIN PAVELL Date: 25/06/26

Signed 

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

**Quality Audit Inspection Sheet**

Street/Site Name	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
0.02 Robinson Road Play Area & Open Space											
0.18 Thornborough Public Open Space (Bridle Road)											
0.20 Land west of 2 Valley Road (Howe Road)											
0.21 Land West of Thomas Road Open Space (aka Elsdon Rd)											
0.30 Thornborough Road Allotments											

**KPI's The scorecard must be used for all scores awarded.**

Site cleansing/leaf clearance	A - Good standard / B - Satisfied standard / C - Poor standard
Weed control	A - Good standard / B - Satisfied standard / C - Poor standard
Grass cutting	A - Good standard / B - Satisfied standard / C - Poor standard
Rose, shrub beds and borders	A - Good standard / B - Satisfied standard / C - Poor standard
Hedge maintenance	A - Good standard / B - Satisfied standard / C - Poor standard
Maintenance of seasonal bedding	A - Good standard / B - Satisfied standard / C - Poor standard
Floral displays	A - Good standard / B - Satisfied standard / C - Poor standard
Play area maintenance	A - Good standard / B - Satisfied standard / C - Poor standard
Benches	A - Good standard / B - Satisfied standard / C - Poor standard

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2/1/20

**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 Open Space (1 plot)	0.08 Land on the Southwest of Stinson Way Open Space (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	N/A	N/A	N/A	N/A	N/A	N/A	
Are they relevant and clean?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Do fencing and gates (if any) look secure?	N/A	Y	Y	Y	Y	Y	Y	Y	
Has the grass been mown?	Y	Y	Y	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	Y	Y	Y	Y	Y	Y	Y	Y	
GRIT BIN	-	-	-	-	-	-	-	-	
Any issues?	-	-	-	-	-	-	-	-	
What 3 Word Location	-	-	-	-	-	-	-	-	

Name: MARIS ROUGH Date: 01/07/26 Return this form to the Parish Clerk at the next meeting.

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