Thursday 29th October 2026

To: The Members of the Property Management and General Purposes Committee
(Chair Cllr Tony Barker, Cllr Audrey Barker, Cllr Elijah Bennett, Cllr Peter Moult, 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 5th November 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 or contact our office team for a copy on 01530 459527 or email clerk@whitwickparishcouncil.gov.uk.

Yours faithfully,

Sharon Kaye
Parish Clerk

3a Market Place, Whitwick, Coalville, Leicestershire LE67 5DT
Phone: 01530 459527 Email: clerk@whitwickparishcouncil.gov.uk Website: www.whitwickpc.org.uk

AGENDA

26-376 APOLOGIES - To receive apologies for absence.

26-377 DECLARATIONS OF INTEREST - To receive any declarations of interest regarding any agenda items.

26-378 PUBLIC PARTICIPATION SESSION - To receive representation and questions from the public in respect of items of business on the agenda.

26-379 REQUEST TO INSTALL A BENCH AT CAR HILL ROCK – To approve a request from the Gracedieu Neighbourhood Watch Group to install a bench on the land at Car Hill Rock.- *APPENDIX A*

26-380 REQUEST TO INSTALL A MEMORIAL BENCH AT WHITWICK PARK – To approve a resident request to install a memorial bench at Whitwick Park, near Cello Close. *APPENDIX B*

26-381 MINUTES - To approve and sign the minutes of the Property Maintenance and General Purposes Committee meeting held on Thursday 2nd July 2026 - *APPENDIX C*

26-382 PARISH WARDEN INSPECTION REPORTS - To receive the parish warden inspection reports and actions completed – *APPENDIX D*

26-383 ANNUAL MAINTENANCE TASKS – To receive the annual maintenance tasks report and actions completed

26-384 WALKER FLATS ALLOTMENTS SOCIETY ANNUAL ACCOUNTS – To receive the year end accounts from Walker Flats Allotments Society – *APPENDIX E*

26-385 WALKER FLATS ALLOTMENTS SOCIETY ANNUAL REBATE – To approve the year end annual rebate payment for Walker Flats Allotments Society.

26-386 WALKER FLATS ALLOTMENTS SOCIETY ANNUAL AGREEMENT – To approve the 2026-2027 annual agreement for Walker Flats Allotments Society – *APPENDIX F*

26-387 THORNBOROUGH ROAD ALLOTMENTS SOCIETY ANNUAL ACCOUNTS – To receive the year end accounts from Thornborough Road Allotments Society.

26-388 THORNBOROUGH ROAD ALLOTMENTS SOCIETY ANNUAL REBATE – To approve the year end annual rebate payment for Thornborough Road Allotments Society.

26-389 THORNBOROUGH ROAD ALLOTMENTS SOCIETY ANNUAL AGREEMENT – To approve the 2026-2027 annual agreement for Thornborough Road Allotments Society.

26-390 THORNBOROUGH ROAD ALLOTMENTS SOCIETY – CHOICES ALLOTMENT HEDGE PLANTING – to review and comment on hedge planting at Thornborough Road Allotments.

26-391 DEFIBRILLATORS – To approve the purchase of 2 additional defibrillators and agree the locations for them.

26-392 WPC.016 LAND OFF THE DUMPS - To receive an update on the covenant on land off The Dumps.

26-393 WPC.022 RAILWAY STATION LEASE – To approve the solicitor recommendations and lease.

26-394 WPC.022 RAILWAY STATION – To receive a report about work carried out adjacent to the Railway Station.

26-395 WPC.24 DRIVEWAY REPAIRS – To approve the quote for driveway repairs at Whitwick Park.

26-396 WPC.24 PATHWAY QUOTES – To approve the quotes for pathway work in the Remembrance Garden and behind the Bowling Pavilion at Whitwick Park.

26-397 WPC.24 HEDGE QUOTE – To approve the hedge cutting quote to reduce the height of the hedge around the Remembrance Garden.

26-398 WPC.032 COMMUNITY OFFICE RODENT INFESTATION – To receive an update from the Parish Clerk about the work carried out and outcome.

26-399 PARK HALL HIRE FEES 2027-2028 - To approve the hire fees for 1st April 2027 to 31st March 2028 .

26-400 WHITWICK PARK BOWLS CLUB LICENSE FEE 2027 - To approve the Whitwick Park Bowls Club license fee for 2027.

26-401 HEALTH AND SAFETY AUDIT - To receive the health and safety audit report.

26-402 PMGP BUDGET 2027-2028 - To comment on PMGP budget items to recommend to Full Council for the 2027-2028 budget.

26-403 DATE OF NEXT MEETING
Thursday 7th January 2027 7pm.

226-404 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.

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WPC.019	Whitwick		
Land on the NE side of Grace Dieu Road (Car Hill Rock)	**Author:**	L. Administrator	0 10 20 30 40m Scale: 1:1250
	Date:	16/08/2023	

Parish Online



APPENDIX A

© Crown copyright and database right. All rights reserved (AC0000824418) 2023,Contains OS data © Crown copyright and database right 2023



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APPENDIX B

142.0m
Tennis Court
Park Hall
Recreation Ground
WPC.024
Play Area
El Sub Sta
BRIERS WAY
PC

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APPENDIX C

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

Property and General Purposes Committee Meeting Minutes Thursday 2nd July 2026 7pm

Meeting Date: Thursday 2nd July 2026
Meeting Location: Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB
Meeting Start Time: 7.00 pm
Chair of Meeting: Cllr Anthony Barker
Councillors Present: Cllr Anthony Barker (Chair), Cllr Audrey Barker, Cllr Elijah Bennett, Cllr Ray Woodward.
Officers Present: Sharon Kaye, Parish Clerk
Public Attendees: 0 member of the public in attendance

26-284 APOLOGIES - To receive and approve apologies for absence.
Cllr Andy Roach – no reason given.
Cllr Peter Moult – prior commitment.
On the motion of Cllr Elijah Bennett, seconded by Cllr Ray Woodward,
members RESOLVED to accept the apologies.

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

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

Received and noted.

26-286 PUBLIC PARTICIPATION SESSION - To receive representation and questions from the public in respect of items of business on the agenda.
No members of public were present.
Cllr Elijah Bennett raised the issue of the mowing at the City of Dan, which was very overgrown.
The Parish Clerk confirmed that Leicestershire County Council have a grass cutting schedule on their website and it would be covered under the urban schedule, which is 6 cuts per year.
She would check when it was next due to be cut and update Cllr Bennett and members, and report it as necessary.

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 4th June 2026 - ***APPENDIX A, pg 4-7***
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 4th June 2026 meeting, as a true record, and to be signed by the Chair.

26-288 PARISH WARDEN INSPECTION REPORTS - To receive the parish warden inspection reports - ***APPENDIX B, pg 9-23***

An action points report and actions taken was provided on page 9, and the individual parish warden reports were provided for 29th April to 1st July 2026 inclusive, all of which members reviewed.
This covered grounds maintenance work required at Swannymote Road, graffiti found in various locations, county council grass cutting issue at Thornborough Road, new grit bin labels required for the Stinson Way grit bin, The Elms bark area had not been raked and weeded, or the ground made good from the re-siting of the bin.
All issues had been actioned by the office team.
The Parish Clerk confirmed the office had applied for a graffiti kit from NWLDC, and that had been kindly received and passed onto the Grounds Maintenance team. She also thanked the local PCSOs from the Bardon Beat police team who have been conducting additional patrols, visiting affected residents and business owners, as well as carrying out investigation work with regards to the recent graffiti issues all around the village.
Received and noted.

26-289 PLANTING SCHEME - To review and approve the Winter 2026 and Summer 2027 planting scheme.
A meeting was held on Monday 29th June 2026 to review the Winter 2025 and Summer 2026 scheme.
Members decided not to renew the Winter scheme.
The Summer 2027 scheme was discussed, and members wanted the Parish Clerk to see how other Parish Councils were managing their schemes and to get quotes for watering ourselves to see if it could be done any cheaper.
This item therefore had to be deferred.
The Parish Clerk had spoken to 2 councils so far, who both used the same contractor, and also had the hire and watering scheme carried out by the contractor. The Parish Clerk would carry out further enquiries and would revert back to members at the meeting in September.
Received and noted.

26-290 QUARTER 1 REVIEW – Quarter 1 update on Property Management activities.
The Parish Clerk gave a verbal update as follows:
Statutory duties and emergency repairs have to be prioritised first, before projects. These should be actioned using a daily, weekly, monthly, quarterly and annual task list for all land and property assets.

Annual Maintenance Task List
The annual maintenance task list is work in progress. Annual service visits have been carried out but many core health and safety and routine checks have not.
I have now held a meeting with both caretakers, reviewed a health and safety checklist for Park Hall as a first priority. They will be actioning this, and then a review held in the coming weeks.
As we have now taken on a Health and Safety consultant company, I have an initial consultant fact find two-hour appointment on the 20th of July, which will be followed by a general risk assessment appointment all day on the 1st of September. This will highlight the work we need to do. An area of concern for example, is an item in a fire risk assessment carried out 10 years ago, that I looked at yesterday, that has still not been actioned.

Recent issues and project action that has been taken over the last few months is as follows:

Flagpole
The flagpole has been out of action for quite a few months due to faults and a damaged St George's Flag. I have actioned a replacement flag for the flagpole, which has now been installed, in conjunction with Cllr Moult, but the lock mechanism is faulty and I am currently in discussion with the original supplier with regards to this.

Broadband
I have actioned the broadband installation at Park Hall. The initial site visit has been carried out by Openreach who turned up unannounced and was kindly facilitated by Cllr Moult. I have now completed documentation for the second stage of work, which they have advised consists of three new telegraph poles needing to be installed, 2 up the driveway and 1 by the charity bin, to enable cabling to be run from North Street to Park Hall. I am awaiting a further update from Openreach and the chosen contractor Zen Internet.
Cllr Barker clarified some installation queries with the clerk regarding the height of the poles and the route of the cable, with potential vandalism concerns.

CCTV
I have conducted an on-site meeting with the approved contractor Merisons with regards to the installation of the pole, electrics and lighting for the CCTV at Whitwick Park. The camera is due for delivery Tuesday 7th July and the installation is scheduled for first thing Wednesday 8th July.

Railway Station Lease
I have actioned the approved solicitor for the Railway Station lease and the Terms of Business has now been received and down payment organised.

Thornborough Road Allotments
I have actioned the letter to the allotments' society giving them the 30 days to provide documentation and funds and the steps that will happen if it is not received. I have not received a response yet. They held a committee meeting last Sunday, but I could not attend due to workload.
Cllr Bennett queried what date the 30 days would be up The Parish Clerk confirmed the letter had not been sent straight way, so the 30 days would be up towards the end of July.

Walker Flats Allotments
The society have now booked their AGM with us on the Wednesday 29th July 2026 from 7pm-9pm. I have spoken to the secretary about the auditing and will liaise with the treasurer with regards to the year -end accounts.

Whitwick Historical Group
Unfortunately, due to our council meeting on the 18th June 2026 running longer than hoped, I missed the Whitwick Historical Group AGM on the 18th June at 7pm. It was a very hot evening and they concluded business by 7.30pm. I did attend at the end and have had a chat with the committee who had nothing new to report.

Annual Play Inspection Reports follow up action
I am not aware of any action having been started on work agreed at the March 2026 meeting, after the annual play inspection reports were received in January. I will therefore be reviewing the reports and the decision made, to progress action on this.

Tree Inspection Reports follow up action
The tree inspections have been completed by Leicestershire County Council. I will now be actioning trying to get three quotes to carry out the required work, and then review those against the allocated funds in the budget and reserves, to hopefully present to Members in September.

Grounds Maintenance Weekly Checks
I did initiate this happening as regularly action item in April and I believe some initial emails were sent by the Deputy Clerk to the Grounds Maintenance team, but I am not aware of any action since then.I have spoken to the Parish Warden regarding the grounds maintenance checks as he does a weekly inspection as part of the warden role, and he has confirmed he has never seen the grounds maintenance contract or weekly tasks within it. This item therefore needs further work to ensure it is happening on a regular basis.

Property Management & General Purposes Committee Projects update:
Community office – no action has been taken
Toilets – the locks have now been repaired so this can be moved onto the next stage. I will be reviewing where the project is up to and seeing what is needed to progress this project. However, the locks are still a bit tricky. The left door is working okay, but the right and middle doors are sticking a bit.
Cllr Barker said the hot weather may have affected the doors and he would go and carry out a secondary check.
None of the contractors would proceed with the renovation without the locks have been fixed to make the building secure. I will now review the specification, quotes received and what action needs to be done to move this project onto the next stage.
Cllr Barker said that other contractors had been contacted but the Deputy Clerk had found getting the quotes difficult.

Playground surface repairs – I will be reviewing where this project is up to and what is needed to progress it, in conjunction with the play area inspection reports as there will be an element of overlap. One company originally spoken to has confirmed that they do not do surface only repairs.
Playground repainting and repairing existing equipment – again this will be covered within the Playground Inspection Reports review and action.
Toddler slide – I am unaware of whether a spec has been put in place for this project but again, I will review where this is up to, and what work is required to move the project on.
Padlocks – This has been ongoing for sometime with no order placed as yet, so again, I will review where this is up to, and what needs to be done to action replacement padlocks. I have recently received a quote from our previous supplier but it was not complete and did not answer most of my questions.
Cllr Barker said he believed this project had been completed, but the Parish Clerk confirmed 1 sample had been received only. Cllr Barker stated that the Parish Council had replaced padlocks multiple times during his tenure. The Parish Clerk confirmed padlocks had had to be cut off or removed from various locations in the last few months. The Parish Clerk also confirmed that the correct maintenance needed to be in place for the locks (i.e. using the correct product on the lock), as well as regular testing, to stop them seizing up. Cllr Barker suggested this was allocated to the Parish Warden to complete, as he walked all of our land assets as part of his role.
Entrance to village signs – No work has been started on this yet. I will action getting three quotes for some options for signs as stage one of the project.
Cllr Barker confirmed that we would also need to apply to Leicestershire County Council for the permission to install the signs, and the Parish Clerk confirmed there was also likely to be a structure licence fee involved with this.
Park Entrance Improvements – No work has been started on this yet, besides liaising with the grounds maintenance team to move the planting areas over the last year. An accurate specification costed and agreed needs to be put in place for this first.
Remembrance Garden – This is now 2/3 of the way towards being funded so is on hold at present until further funding is sourced.
Fencing at Parsonwood Hill – No action has been taken in terms of the specification or quotes to review in terms of moving the gate at Parsonwood Hill.
Surfacing of the path from Rosslyn Road down to Holly Hayes Wood – I need to review the specification and what quotes have been received for this project, as I am only aware of one quote which was very expensive.
Fencing at the Remembrance Garden and around the toilet block – I am aware it has been approved but has not been actioned with the Remembrance Garden being put on hold, so this item needs reviewing.
Legacy Grant – Meeting on 8th July 2026 and then a scheme to hopefully be approved at the 16th July 2026 Full Council meeting. If there are any Property Management & General Purposes Committee projects that may be encompassed as part of the Legacy Grant scheme and a funding application, please speak up at the Full Council meeting.
Park Hall Car Park Lighting Fault and New Lights Installation – Some initial work was carried out, but it has not been reviewed for some time and no action taken in recent months, so again, a review of the spec, quotes and what needs to be done next to move this action item forward needs to be carried out.

Any other items:
Cllr Audrey Barker then asked whether anything had happened with regards to the new ***Memorial Bench in the Remembrance Garden*** *that we had kindly received 2 donations for. The Parish Clerk confirmed the thank you letters had been sent out to both donors. The Parish Clerk and Admin Assistant had looked into the original bench purchased as well as the additional miners bench purchased and installed down by the Miners Wheel. The Parish Clerk needed confirmation of whether it was an identical bench to order, confirming that there were other mining styles available, so a meeting will be arranged with the two donors/organisations.*
Received and noted.

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

26-292 DATE OF NEXT MEETING - Thursday 3rd September 2026 7pm at Whitwick Park Hall.
Received and noted.

The Chair thanked members for attending.

Meeting Closed: 19.26 pm.

Chairman's Signature: ……

Chairman Name: ……..

Date Signed: ……

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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	Y	Y	
Are there any notices on display? Are they relevant and clean?	Y Y	N/A	N/A	N/A	Y 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?	NO	Y	N/A	Y NOT RECENTLY	Y NOT RECENTLY	Y NOT RECENTLY	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	✓	
GRIT BIN	—	—	—	—	✓	✓	
Any issues?	—	—	—	—	NO	Y DIRTY	
What 3 Word Location	—	—	—	—	—	—	

Signed: ..... Name: MARTIN POWELL Date: 08/07/26 **Return this form to the Parish Clerk at the next meeting.**

APPENDIX D-1

08/07/26

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	A	A	C	N/A	N/A	N/A	A	N/A	N/A	B	N/A
0.15 North Street Open Space	A	A	A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
0.17 Woods at Swannymote Road (Cademan Woods)	A	A	B	N/A	N/A	N/A	N/A	N/A	N/A	B	N/A
0.19 North East Side of Grace Dieu Road (Car Hill Rock)	A	A	A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
0.23 The Elms Open Space	A	A	B	N/A	N/A	N/A	N/A	C	N/A	B	N/A
0.25 Parsonwood Hill Recreation Ground	A	A	B	N/A	N/A	N/A	N/A	N/A	N/A	B	N/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 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? Are they relevant and clean?	N/A	N/A	N/A	Y Y	Y Y	N/A	
Do fencing and gates (if any) look secure?	Y	Y	Y	Y	Y	Y	
Has the grass been mown?	Y NOT RECENTLY	Y NOT RECENTLY	Y NOT RECENTLY	Y NOT RECENTLY	N/A	Y NOT RECENTLY	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	Y F'PATH REQS TIMMING	✓	✓	Y - F'PATH OF GLOUD IN PLACES + DAMAGE TO F'PATH EDGE.	✓	✓	F'PATH REPORT TO LCC
GRIT BIN	—	Y	Y	—	—	—	
Any issues?	—	No	NO	—	—	—	
What 3 Words Location	—	—	—	—	—	—	

Signed: MP Name: MARTIN POWELL Date: 21/07/26 **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
0.04 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								CWR FLOORING DEFECT			
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? Are they relevant and clean?	Y Y	Y Y	N/A	N/A	Y Y	
Do fencing and gates (if any) look secure?	Y	Y	Y	Y	Y	
Has the grass been mown?	Y	Y NOT RECENTLY	Y	Y	Y	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	
GRIT BIN	—	—	—	—	—	
Any issues?	—	—	—	—	—	
What 3 Words Location	—	—	—	—	—	

Signed: MP Name: MARTIN ROWLEY Date: 22/07/26 **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
0.02 Robinson Road Play Area & Open Space		B	B- STRIMMING REQ								
0.18 Thornborough Public Open Space (Bridle Road)		B	B- MISSED STRIMMING	ROUND POSTS							
0.20 Land west of 2 Valley Road (Howe Road)		B	A								
0.21 Land West of Thomas Road Open Space (aka Elsdon Rd)		B	A- REQS STRIMMING	ROUND POSTS							
0.30 Thornborough Road Allotments		B	B								

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

* STRIMMING REQ' ROUND POSTS !!

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? Are they relevant and clean?	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	N/A	N/A	—	N/A	N/A	
Has the grass been mown?	Y NOT RECENT	Y NOT RECENT	N/A	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	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	—	✓	✓	
GRIT BIN	—	—	—	YES	—		Y	—	
Any issues?	—	—	—	NO	—	—	NO	—	
What 3 Word Location	—	—	—	—	—	—	—	—	

Signed: MP Name: MARTIN POWELL Date: 04/08/26 **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	A	B-	A	—	—	—	—	—	—	—	—
0.01 Briers Way Open Space	A	B-	A	—	—	—	—	—	—	—	—
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)	—	—	A	—	—	—	—	—	—	—	—
0.08 Land on the Southwest of Stinson Way Open Space (1 plot)	—	—	A	—	—	—	—	—	—	—	—
0.24 Whitwick Park	—	—	—	—	—	—	—	—	—	—	—
0.05 Land on the North side of Ashford Rd Open Space	—	—	A	—	—	—	—	—	—	—	—
0.06 Land to the South of Thomas Rd Open Space (1 Plot)	—	—	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	Y	Y	
Are there any notices on display? Are they relevant and clean?	Y Y	N/A	N/A	N/A	Y 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	NO	Y	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	TREE BRANCHES STICKING ONTO PATH NO RD	
GRIT BIN	—	—	—	—	Y	Y x 2	
Any issues?	—	—	—	—	NO	NO x 2	
What 3 Word Location	—	—	—	—	—	—	

Signed: ..... Name: MARTIN POWELL Date: 05/08/26 **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
0.13 Cademan Street Open Space	B	–	B	–	–	–	–	–	–	–	–
0.15 North Street Open Space	–	–	B	–	–	–	–	–	–	–	–
0.17 Woods at Swannymote Road (Cademan Woods)	–	–	–	–	–	–	–	–	–	–	–
0.19 North East Side of Grace Dieu Road (Car Hill Rock)	B	–	A	–	–	–	–	–	–	–	–
0.23 The Elms Open Space	–	–	C	–	–	–	–	–	–	–	–
0.25 Parsonwood Hill Recreation Ground	A	–	A	–	–	–	–	–	–	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 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? Are they relevant and clean?	N/A	N/A	Y Y	Y Y	Y Y	N/A	
Do fencing and gates (if any) look secure?	Y	Y	Y	Y	Y	N/A	
Has the grass been mown?	NOT RECENT	NOT RECENT	NOT RECENT	NOT RECENT	NOT RECENT	NOT RECENT	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	GATE BASE OF FLAGPOLE	✓	✓	✓	✓	✓	
GRIT BIN	—	Y	Y	—	—	—	
Any issues?	—	NO	NO	—	—	—	
What 3 Words Location	—	—	—	—	—	—	

Signed: MP Name: MARTIN POWELL Date: 18/08/26 **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
0.04 East of Hall Lane (off City of Dan) Open Space & Flagpole	—	—	B	—	—	—	—	—	—	—	—
0.11 West Side of Holly Hayes Rd (aka City of Dan/ Rosslyn) Play Area Open Space	—	—	B	—	—	—	—	—	—	—	—
0.10 Hermitage Rd/ Green Lane Play Area Open Space	—	—	B	—	—	—	—	—	—	A	—
0.12 Northeast of Hilary Crescent Play Area Open Space	—	—	B	—	—	—	—	—	—	—	—
0.03 Walkers Flats Allotment Gardens	—	—	B	—	—	—	—	—	—	—	—
0.33 Memorial Winding Wheel (City of Dan)	—	—	B	—	—	—	—	—	—	—	—

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

Signed: MP Name: MARTIN POWELL Date: 19/08/26 **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
0.02 Robinson Road Play Area & Open Space	—	—	A	—	—	—	—	—	—	—	—
0.18 Thornborough Public Open Space (Bridle Road)	—	—	A	—	—	—	—	—	—	A	—
0.20 Land west of 2 Valley Road (Howe Road)	—	—	A	—	—	—	—	—	—	—	—
0.21 Land West of Thomas Road Open Space (aka Elsdon Rd)	—	—	B	—	—	—	—	—	—	—	—
0.30 Thornborough Road Allotments	—	—	B	—	—	—	—	—	—	—	—

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 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? Are they relevant and clean?	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	N/A	N/A	—	N/A	N/A	
Has the grass been mown?	YES NOT REQUIRED	YES NOT REQUIRED	N/A	YES NOT REQUIRED	YES NOT REQUIRED	—	YES NOT REQUIRED	YES NOT REQUIRED	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	—	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	—	✓	✓	
GRIT BIN	—	—	—	0.07 ✓	—	—	0.05 ✓	—	
Any issues?	—	—	—	No	—	—	No	—	
What 3 Word Location	—	—	—	—	—	—	—	—	

Signed: MP Name: MARTIN POWELL Date: 28/08/26 **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	—	—	B	—	—	—	—	—	—	—	—
0.01 Briers Way Open Space			B	—	—	—	—	—	—	—	—
0.09 & Land on the South side of Briers Way (2 Areas)			B	—	—	—	—	—	—	—	—
0.07 & Land on the South side of Stinson Way Open Space (1 plot)			B	—	—	—	—	—	—	—	—
0.08 Land on the Southwest of Stinson Way Open Space (1 plot)			B	—	—	—	—	—	—	—	—
0.24 Whitwick Park	—	—	—	—	—	—	—	—	—	—	—
0.05 Land on the North side of Ashford Rd Open Space			B	—	—	—	—	—	—	—	—
0.06 Land to the South of Thomas Rd Open Space (1 Plot)			B	—	—	—	—	—	—	—	—

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	Y	Y	
Are there any notices on display? Are they relevant and clean?	Y Y	N/A	N/A	N/A	Y 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?	NOT RECENTLY	NOT RECENTLY	N/A	NOT RECENTLY	NOT RECENT	NOT RECENTLY	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	✓	
GRIT BIN	—	—	—	—	YES	Y x2	
Any issues?	—	—	—	—	NO	NO	
What 3 Word Location	—	—	—	—	—	—	

Signed: MP Name: MARTIN POWELL Date: 02/09/26 **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
0.13 Cademan Street Open Space	—	—	B	—	—	—	A	—	—	—	—
0.15 North Street Open Space	—	—	B	—	—	—	—	—	—	—	—
0.17 Woods at Swannymote Road (Cademan Woods)	—	—	—	—	—	—	—	—	—	—	—
0.19 North East Side of Grace Dieu Road (Car Hill Rock)	—	—	B	—	—	—	—	—	—	—	—
0.23 The Elms Open Space	—	—	B	—	—	—	—	—	—	—	—
0.25 Parsonwood Hill Recreation Ground	—	—	B	—	—	—	—	—	—	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 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?	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	N/A	
Has the grass been mown?	Y	Y	NOT RECENTLY	Y	Y NOT RECENTLY	Y NOT RECENTLY	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	✓	0.33 WEEDS BY WHEEL
GRIT BIN	—	Y	Y	—	—	—	
Any issues?	—	NO	NO	—	—	—	
What 3 Words Location	—	—	—	—	—	—	

Signed: MP Name: MARIN BOWEN Date: 09/09/26 **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
0.04 East of Hall Lane (off City of Dan) Open Space & Flagpole	—	—	A	—	—	—	A	—	—	—	—
0.11 West Side of Holly Hayes Rd (aka City of Dan/ Rosslyn) Play Area Open Space	—	—	A	—	—	—	—	—	—	—	—
0.10 Hermitage Rd/ Green Lane Play Area Open Space	—	—	B	—	—	—	—	—	—	—	—
0.12 Northeast of Hilary Crescent Play Area Open Space	—	—	A	—	—	—	—	—	—	—	—
0.03 Walkers Flats Allotment Gardens	—	—	B	—	—	—	—	—	—	—	—
0.33 Memorial Winding Wheel (City of Dan)	—	—	B	—	—	—	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 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	
Do fencing and gates (if any) look secure?	Y	Y	No	Y	Y	0.21 RAIL DAMAGE WOODEN LENGTH
Has the grass been mown?	NOT RECENTLY	NOT RECENTLY	NOT RECENTLY	NOT RECENTLY	LCC RESPONSIBILITY	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	
GRIT BIN	—	—	—	—	—	
Any issues?	—	—	—	—	—	
What 3 Words Location	—	—	—	—	—	

Signed: MP Name: MARTIN POWELL Date: 23/9/26 **Return this form to the Parish Clerk at the next meeting.**

Quality Audit Inspection Sheet

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

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 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	N/A	Y	Y	
Are notices on display? Are they relevant and clean?	N/A	N/A	Y Y	N/A	N/A	—	N/A	N/A	
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	NOT RECENTLY	N/A	NOT RECENTLY	NOT RECENTLY	—	NOT RECENTLY	NOT RECENTLY	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	—	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	—	✓	✓	
GRIT BIN	—	—	—	YES	—	—	YES	—	
Any issues?	—	—	—	NO	—	—	NO	—	
What 3 Word Location	—	—	—	—	—	—	—	—	

Signed: MP Name: MARTIN POWELL Date: 24/9/26 **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	—	—	B	—	—	—	—	—	—	—	—
0.01 Briers Way Open Space	—	—	B	—	—	—	—	—	—	—	—
0.09 & Land on the South side of Briers Way (2 Areas)	—	—	N/A	—	—	—	—	—	—	—	—
0.07 & Land on the South side of Stinson Way Open Space (1 plot)	—	—	B	—	—	—	—	—	—	—	—
0.08 Land on the Southwest of Stinson Way Open Space (1 plot)	—	—	B	—	—	—	—	—	—	—	—
0.24 Whitwick Park	—	—	.	A	A	B	A	—	—	—	—
0.05 Land on the North side of Ashford Rd Open Space	—	—	B	—	—	—	—	—	—	—	—
0.06 Land to the South of Thomas Rd Open Space (1 Plot)	—	—	B	—	—	—	—	—	—	—	—

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	Y	Y	
Are there any notices on display? Are they relevant and clean?	Y Y	N/A	N/A	N/A	Y 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	Y	N/A	Y	No	Y	MISSED CUT?
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	✓	
GRIT BIN	—	—	—	—	Y	Y x 2 NO	
Any issues?	—	—	—	—	No	No	
What 3 Word Location	—	—	—	—	—	—	

Signed: MP Name: MARTIN POWELL Date: 06/10/26 **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
0.13 Cademan Street Open Space	—	—	A	—	—	—	B	—	—	—	—
0.15 North Street Open Space	—	—	A	—	—	—	—	—	—	—	—
0.17 Woods at Swannymote Road (Cademan Woods)	—	—	—	—	—	—	—	—	—	—	—
0.19 North East Side of Grace Dieu Road (Car Hill Rock)	—	—	A	—	—	—	—	—	—	—	—
0.23 The Elms Open Space	—	—	C	—	—	—	—	C	—	B	—
0.25 Parsonwood Hill Recreation Ground	—	—	A	—	—	—	—	—	—	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 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? Are they relevant and clean?	N/A	Y Y	Y Y	Y Y	Y Y	N/A	
Do fencing and gates (if any) look secure?	Y	Y	Y	Y	Y	Y	
Has the grass been mown?	NOT RECENTLY	NOT RECENTLY	YES 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	✓	✓	✓	✓	✓	✓	
GRIT BIN	—	YES	YES	—	—	—	
Any issues?	—	NO	NO	—	—	—	
What 3 Words Location	—	—	—	—	—	—	

Signed: MP Name: MARTIN POWELL Date: 13/10/26 **Return this form to the Parish Clerk at the next meeting.**

Quality Audit Inspection Sheet

Street/Site Name	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
0.04 East of Hall Lane (off City of Dan) Open Space & Flagpole	—	—	—	B	—	—	—	B	—	—	—	—
0.11 West Side of Holly Hayes Rd (aka City of Dan/ Rosslyn) Play Area Open Space	—	—	—	B	—	—	—	—	A	—	—	—
0.10 Hermitage Rd/ Green Lane Play Area Open Space	—	—	—	A	—	—	—	—	B	—	A	—
0.12 Northeast of Hilary Crescent Play Area Open Space	—	—	—	—	—	—	—	—	—	—	A	—
0.03 Walkers Flats Allotment Gardens	—	—	—	B	—	—	—	—	—	—	—	—
0.33 Memorial Winding Wheel (City of Dan)	—	—	—	—	—	—	—	B	—	—	—	—

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	
Do fencing and gates (if any) look secure?	Y	NO	Y	Y	Y	0.18 – REPLACE 3 POSTS + 2 LENGTHS OF WOODEN RAILS
Has the grass been mown?	YES NOT NEEDED	YES	YES NOT NEEDED	YES NOT NEEDED	N/A	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	
GRIT BIN	–	–		–	–	
Any issues?	–	–		–	–	
What 3 Words Location	–	–		–	–	

Signed: MP Name: MARTIN POWELL Date: 14/10/26 **Return this form to the Parish Clerk at the next meeting.**

Quality Audit Inspection Sheet

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

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? Are they relevant and clean?	N/A	N/A	Y Y	N/A	N/A	—	N/A	N/A	
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	NOT RECENTLY	N/A	NOT RECENTLY	NOT RECENTLY	—	NOT RECENTLY	NOT RECENTLY	
Is the area free from litter and bins empty?	Y	Y	Y	Y	Y	—	Y	Y	
Special features/hazards e.g. trees, brook	✓	✓	✓	✓	✓	—	✓	✓	
GRIT BIN	—	—	—	Y	—	—	Y	—	
Any issues?	—	—	—	No	—	—	No	—	
What 3 Word Location	—	—	—	—	—	—	—	—	

Signed: MP Name: MARTIN POWELL Date: 22/10/26 **Return this form to the Parish Clerk at the next meeting.**

Quality Audit Inspection Sheet

reet/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
28 North Street Open Space	—	—	B	—	—	—	—	—	—	—	—
01 Briers Way Open Space	—	—	B	—	—	—	—	—	—	—	—
09 & Land on the South side of riers Way (2 Areas)	—	—	—	—	—	—	—	—	—	—	—
07 & Land on the South side of inson Way Open Space (1 plot)	—	—	B	—	—	—	—	—	—	—	—
08 Land on the Southwest of inson Way Open Space (1 plot)	—	—	B	—	—	—	—	—	—	—	—
24 Whitwick Park	—	—	—	—	—	—	—	—	—	—	—
05 Land on the North side of shford Rd Open Space	—	—	B	—	—	—	—	—	—	—	—
06 Land to the South of homas Rd Open Space (1 Plot)	—	—	B	—	—	—	—	—	—	—	—

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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APPENDIX D-2

Whitwick Parish Council
3A Market Place, Whitwick, Coalville, Leicestershire LE67 5DT
***Tel:** 01530 459527* ***Website:** www.whitwickpc.org.uk*
Email:** clerkt@whitwickparishcouncil.gov.uk* ***Parish Clerk: Sharon Kaye

Parish Clerk Report:
Parish Warden Inspections 2026-07-08 to 2026-08-28 and land issues reported

Author: Sharon Kaye, Parish Clerk Report Date: 3rd September 2026
Email: clerk@whitwickparishcouncil.gov.uk

2026-06-02 Case FS843290226 Market Place Bus Stop.
Originally damaged 17/12/25 FS-Case-774433457. Further damaged glass reported on 2/6/26 which later shattered. After some delay whilst establishing ownership, it is now confirmed as a NWLDC asset and Paul Ashmore's Property Services team will be actioning the repair.

2026-05-13 WPC.017 Picnic benches at Swannymote Road Car Park in very poor condition due to graffiti.
Jack from JR Landscaping has managed to remove all the graffiti, the benches could now do with a new coat of paint to refresh them as a cheaper alternative to purchasing new ones.

2026-07-07 WPC.011 Resident reported the walkway from Rosslyn Road to Holly Hayes Wood was very overgrown.
Roxanne went to inspect and get photos on 08/07/2026 and also reported a snapped tree branch overhanging the walkway. Email was sent to Jonelle asking Jack and Alex to attend the site at their earliest convenience to cut back the area. The work was completed on 17/07/2026. We received a further call from the resident who passed on her thanks for the work being completed in a timely manner. Sharon has requested a revisit to do the footpath section to the right of Rosslyn Road footpath, that runs along the back of the houses, as this had been missed.

Before:





After:



09-07-2026 Issue at Swannymote car park – overnight campervans and broken bin
Campervans were reported as parking overnight. After a site visit, Sharon contacted Gillian Squires from the Community Focus team who escalated the issue at NWLDC. Nick Cotter, Team Leader, Property Services visited the site and organised new signage, and due to the number of residents he met walking dogs, has recommended 2 new dog waste bins, as well as replacement of all the bins at the site, as they were all in disrepair.






2026-07-22 Area 3 Inspection - Grass is being cut but no strimming is being done around signposts at various locations
Jack will neaten the areas up when he goes to each location for the mowing.

27-07-2026 WPC.024 Whitwick Park - Hole in ground
Roxanne reported to JR a deep hole in front of one of the benches at Whitwick Park found whilst visiting the park putting up signage. Jack said he would fill it and compact it down with soil. Job completed and checked on 30/07/2026.



2026-08-05 WPC.025 Parsonwood Hill - Overhanging branch on highway Loughborough Road
After Martin had brought this to our attention after his Parish Warden round, Roxanne called Jack to attend the site and trim the branch off. Job completed and checked.

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APPENDIX D-3

3A Market Place, Whitwick, Coalville, Leicestershire LE67 5DT
Tel: *01530 459527* ***Website:*** *www.whitwickpc.org.uk*
Email: *clerkt@whitwickparishcouncil.gov.uk* ***Parish Clerk:*** Sharon Kaye

Parish Clerk Report:
Parish Warden Inspections 2026-08-31 to 2026-10-31 and land issues reported

Author: Sharon Kaye, Parish Clerk
Email: clerk@whitwickparishcouncil.gov.uk
Report Date: 5th November 2026

02-09-2026 – WPC.033 Weeds at City of Dan Miners Wheel
Parish warden noted that the weeds around and on the miner's wheel were unkempt.
This was reported to

09-09-2026 WPC.012 Rosslyn Road public footpath
Clerk made Jack at JR Landscaping aware of the overgrown vegetation growing over the footpath. The work was then completed by Jack on 30/10/2026 after we had chased him again to ask when the work was being scheduled.

Before: 

After: 



09-09-2026 WPC.032 Community Office Pest Control
Noise was heard above the ceiling again in the office. Monitored the noise and a pest Control company was contacted, this led to the drain outside the office being inspected of which rat activity was present. Bait traps were installed in the ceiling space and the drain libers and flap were fitted. No further noise has been heard since the work was completed. Next action from this issue is replacing the loft instillation and ceiling boards that had urine marks come through on them.



23-09-2026 – WPC.021 Elsdon Road rotten fencing
Reported by parish warden, a quote request was sent to JR for both locations.

06-10-2026 – WPC.023 The Elms grass not cut
This was reported by the parish warden, and a resident also contacted via the WordPress message online on 08/10/2026. The issue was brought to Jack's attention … the mowing was then completed on 30/10/2026, this was the last mow of the season.

Before: 

After: 



14-10-2026 – WPC.018 Thornborough Road fencing damaged
The location has been visited by Cllr Barker, parish Clerk and Jack at JR.

19-10-2026 – Not parish land: Graffiti Issue
We are still finding new graffiti around the village; this has been an ongoing issue since May 2026. PCSO Connor Mitchell has been involved, we have been keeping him informed of locations with the graffiti via email with photos attached. More research was done and they found a Instagram page of the suspect, however they did visit the person they believed it to be but could not charge him with anything as he has not been caught in the act.





20-10-2026 – Not parish land: Burst manhole cover North Street.
Roxanne saw the burst water on her way to work, the issue was reported straight to Severn Trent, who came out within the hour. The road was then closed for 6 days, issues that came from this were the road closed signs were not situated well and were not weighted down so blew over after a few days. Cars were seen also driving around the bollards onto the pedestrian path.




29-10-2026 – WPC.025 Parsonwood Hill grit bin requires cleaning
This will be being brought to JR Landscaping attention with the contract. Alongside cleaning of benches and noticeboards. A further note on parish council owned asset's is we have ordered more vinyl logo stickers to place on the items.

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WALKER FLATS ALLOTMENT SOCIETY - FINANCIAL STATEMENT 1/7/25 to 30/6/26

INCOME	£	£
Rents from plotholders	633.00	
National Allotment Society membership fees recharged to plotholders	126.00	
Insurance cost recharged to plotholders	162.00	
Donation from plotholder	8.50	
TOTAL INCOME		929.50
EXPENDITURE		
National Allotment Society memberships	-122.50	
Insurance cost paid by WFAS	-125.01	
Bank charges	-51.00	
Stationery and postage	-20.60	
Hall hire for 2026 AGM	-36.00	
TOTAL EXPENDITURE		-355.11
SURPLUS OF INCOME OVER EXPENDITURE FOR YEAR		**574.39**

Society assets at 30/6/25	2,013.20
2025/26 surplus of income over expenditure	574.39
Society assets at 30/6/26	**2,587.59**

Assets comprise wholly of WFAS bank account balance on 30/6/26

Income/Expenditure sheet submitted by [redacted] of WFAS on 6th July 2026

Accounts independently checked by [redacted] on 15-7-26.

[redacted]

APPENDIX E

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APPENDIX F

Walker Flats Allotments Management Agreement

This Management Agreement is made on the 1st October 2026

BETWEEN

Whitwick Parish Council, Community Office, 3A Market Place, Whitwick, Coalville, Leicestershire LE67 5DT

AND

Walker Flats Allotment Society whose chairman lives at [redacted]

The Parish Council and the Allotment Society now agree as follows:

1. The Walker Flats Allotments site is owned by the Parish Council as defined on the attached Land Registry Document ***(Appendix 1).***
2. This Management Agreement begins on (1st October 2026) and runs for ONE year until (30th September 2027)
3. The Allotment Society will manage the Allotments site (Area A) ***(Appendix 2)*** on behalf of the Parish Council and in doing so the Allotment Society will:
    a. allocate plots to plot-holders;
    b. maintain a waiting list of potential plot holders;
    c. collect the plot rentals from the plot-holders up to the end of your financial year (30th June). Your financial year will run 1st July – 30th June.
    d. pay all running costs up the end of your financial year (30th June)
    e. Walkers Flats will hold an Annual General Meeting with plot holders in the month of July.
    f. Take out and maintain a policy of public liability insurance (against claims from plot-holders and from other visitors to the site) in the sum of at least £5 million, supplying a copy of the certificate to the Parish Council when annually renewed.
    g. maintain the Allotments site generally and in particular:
        i. keep the central pathway clear;
        ii. maintain any street furniture on site;
        iii. keep all hedges and other internal or external boundary features well and neatly trimmed;
        iv. scour and cleanse all ditches as required;
        v. mow and/or cultivate all empty or ill-maintained plots as required.
4. The Contractor for the Parish Council will undertake ground maintenance as follows:
    a. spray all pathways within the Allotments Site (Area A) as required;
    b. maintain open space (Area B) as required under the contract;
    c. notify the Registered Owners (Area C) if site maintenance is required (especially the car park, boundary and access road);
5. The Allotment Society must ensure that the following terms from the Parish Council are not breached and in particular should:
    a. prevent any use of any part of the Allotments site for the purposes of any trade or business;

b. prevent any use of any part of the Allotments site (including any part within a shed or other structure) for the storage of anything not reasonably required for the use of the Allotments site as an allotments site;
c. ensure that the allotments are at all times kept properly cultivated with spade husbandry and well manured, free from weeds and noxious plants and in good heart and condition;
d. prevent the use of any weed suppressant which is not horticultural industry-approved;
e. prevent the removal from the Allotments site of any mineral, gravel, sand, earth, clay, or any natural materials;
f. prevent the use of any hazardous materials on the Allotments site;
g. obtain the consent of the Parish Council before planting any new fruit or other trees on the Allotments site;
h. prevent the use of barbed wire on the Allotments site;
i. prevent the construction of any new building or structure on the Allotments site, unless that new building or structure has first been approved by the Parish Council;
j. ensure that every building or structure on the Allotments site is kept safe and in a reasonable condition.

6. The Secretary will email an agenda and invitation to the Parish Clerk and the Link Councillor for all committee meetings

7. The Secretary will provide a copy of the committee meeting minutes to the Parish Clerk within 28 days of each committee meeting.

8. An invitation and agenda for the AGM will be sent to all Parish Councillors.

9. The Allotment Society will keep careful annual accounts and supporting paperwork for income and expenditure and submit them annually to the Parish Council by 31st July.

10. The Allotment Society will make payment for the total value of plot income received to Whitwick Parish Council by 31st July.

11. Whitwick Parish Council will check and verify all information received and will send the annual accounts and paperwork to an external auditor for verification by 31st August.

12. The Parish Council will rebate to the Allotment Society 50% of the allotment's annual plot income by 30th September, towards the Allotment Society's costs of complying with this agreement. This refund is conditional on all points of this agreement being complied with, and accurate account information being provided to Whitwick Parish Council.

13. This Agreement creates no tenancy or right of ownership or occupation, so the Parish Council will pay any council tax, business rates or similar property taxes arising from the Parish Council's ongoing ownership of the Allotments site.

14. This management agreement may be terminated on one month's notice given by the Parish Council to the Chairman or to any committee member of the Allotment Society, if the Allotment Society is in breach of their obligations set out above.

15. This management agreement may be terminated forthwith by notice given by the Parish Council to the Chairman or to any committee member of the Allotment Society, if the Allotment Society is in fundamental breach of their obligations set out above.

16. This management agreement may be terminated early by the Allotment Society if they give three months' notice to the Parish Council and also account for all income and expenditure, refunding any surplus to the Parish Council before the agreement ends.

17. When this Agreement ends, the Allotment Society must account for all income and expenditure and refund any surplus to the Parish Council.

18. Checklist of items to be submitted annually:
    - Annual accounts of income and expenditure (cashbook), detailing plot rental income, insurance income and National Allotment Society income, miscellaneous income and all expenses. (Payment of plot rental from plot holders should be by bank transfer and **MUST** be separate to insurance and allotment society payment. Please ensure all plot holders transfer the funds for insurance and allotment society under separate references.)
    - A copy of any supporting accounts paperwork, including expense invoices
    - Monthly bank statements for 1st July – 30th June
    - Payment of plot income
    - Plot holder register, including fees due information.
    - Waiting list of potential plot holders
    - A copy of all documentation issued to plot holders
    - Public Liability Insurance certificate and schedule, for the sum of at least £5 million pounds.
    - Current site map of plots
    - Current constitution
    - Current committee contact details (and any in year changes, as soon as they happen)
    - Committee meeting dates for the year
    - Meeting minutes
    - List of current key holders and any site access codes

SIGNED on behalf of Walkers Flats Allotment Society by

Print Name: ……..….. Signed: ……...…..

Date:……..

SIGNED on behalf of Whitwick Parish Council by

Printed name: ……. Signed: ……..

Date: …….....

These are the notes referred to on the following official copy

APPENDIX 1

The electronic official copy of the title plan follows this message.

Please note that this is the only official copy we will issue. We will not issue a paper official copy.

This official copy was delivered electronically and when printed will not be to scale. You can obtain a paper official copy by ordering one from Land Registry.

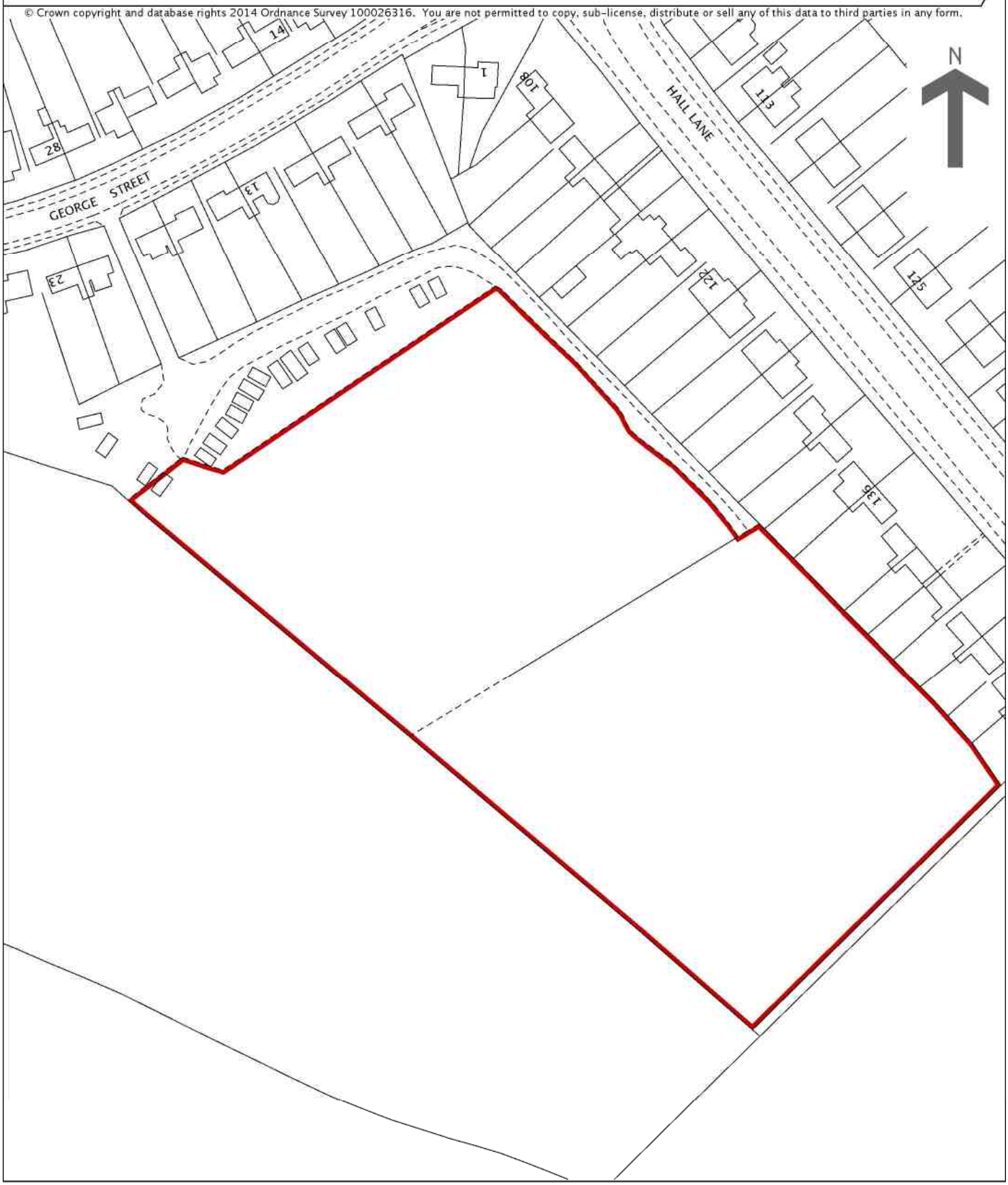
This official copy is issued on 09 July 2014 shows the state of this title plan on 09 July 2014 at 11:35:10. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. See Land Registry Public Guide *19 - Title Plans and Boundaries.*

This title is dealt with by the Land Registry, Leicester Office .

Land Registry
Official copy of title plan

Title number **LT459819**
Ordnance Survey map reference **SK4315NE**
Scale **1:1250 enlarged from 1:2500**
Administrative area **Leicestershire : North West Leicestershire**

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This official copy is incomplete without the preceding notes page.

Parish Online

Whitwick CP



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APPENDIX 2

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