

N.B. All Minutes are deemed as draft until formally approved and signed.

MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 7 November 2019 at 7.00 pm at Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Cllrs P Moulton [Items 2000-2009(c) only], J Straw, R Woodward; Ms S Colledge

In Attendance:

Mrs. C Tibbles PSLCC, Parish Manager/Responsible Finance Officer

No members of the public

2000. APOLOGIES FOR ABSENCE

Absent: Mr T Pulford.

2001. DECLARATIONS OF INTEREST

Cllr A Barker declared a disclosable non-pecuniary interest in Walkers Flats Allotment Society as a signatory on some transactions.

Ms Colledge declared a disclosable non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group.

Cllr J Straw declared a disclosable non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group.

Cllr P Moulton declared a disclosable non-pecuniary interest in matters regarding the Bowls Club as a member and a non-pecuniary interest in matters affecting Whitwick Historical Group as the Link Councillor.

Later in the meeting Cllr Moulton declared a non-pecuniary interest in Item 2006 as he knew one of the contractors that had submitted a quotation.

2002. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2003. MINUTES

Resolved: That the minutes of the meeting held on 10 October 2019 be approved and signed as a correct record.

2004. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

Resolved: That the following actions be taken/noted:

- a) **Playground Working Party Report:** no meeting had been held since the last report. See Item 2009(c) for consideration of quotations.
- b) **Bowls Link Councillor:** No report.
- c) **Allotments Link Councillor – Thornborough Road:** No report.
- d) **Allotments Link Councillor – Walkers Flats:** No report although members were aware that the first AGM had been held.

A member registered their strong disappointment when no reports were received from link councillors.

There were no matters to refer to full council at this stage.

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2005. REVIEW OF INCOME CHARGES 2020/2021

Resolved: That the income charges continue to remain unchanged, being the same charges levied in 2015/16, with the exception of the individual Bowls Season Ticket (£44.10) and the casual users Bowling Fee (£2.80 per hour) which should be abolished due to lack of custom. Any casual users of the Bowls Green would be encouraged by the parish council to join Whitwick Bowls Club. Allotment Management groups would be asked to confirm their current plot sizes and arrangements.

2006. APPOINTMENT OF PREFERRED TREE CONTRACTOR

Cllr Moulton declared a non-pecuniary interest as he knew one of the contractors that had submitted a quotation.

Resolved that:

- a) the quotation from Tindle Tree Care for £6,760.00 be accepted to undertake essential and remedial work to trees within Whitwick Park, in accordance with BS3998 and on the provision of the Risk Assessments and Method Statements. Whilst four other quotes had been received, of varying prices, when compared to other companies for the scale of works involved, the depth of knowledge demonstrated, the thorough approach shown (including TPO process), the attention to safe working, experience with other local authorities, the understanding that complete works were beneficial in the longer term (which would address omissions from the tree report), the approval of this contractor was deemed to present best value and should be our preferred contractor. A discount was also applied for undertaking the works now, rather than on a phased basis, with stump removal also arranged to enhance opportunities for future replanting. A quotation for emergency work at Stinson Way to remove a dangerous willow tree was also accepted for £290.00, which additionally included removal of an adjacent branch and young but severely damaged silver birch tree;
- b) the council would seek a more comprehensive full tree survey for all remaining open spaces (quotations required) to fulfil its risk management responsibility;
- c) that Tindle Tree Care be the preferred contractor for future tree works, subject to availability to fulfil the requirements of the council in a timely manner.

Cllr Moulton stated this was not the contractor that he had declared an interest with.

2007. LAND MATTERS – EXCEPT KGV LAND

Resolved: That the following actions be taken/noted:

ALLOTMENTS

- a) Following discussion, members felt they should refresh their knowledge of allotment agreements;
- b) Noted that the hedge cutting had been done at Thornborough Road Allotment site by JR Landscaping;

RECREATION/OPEN SPACES

- c) the Chairman reported the co-ordinates had been done for the bench locations previously agreed, with additional suggestions to be listed for future consideration (Brooks Lane by bus shelter opposite Howe Court; Loughborough Road opposite junction with Swannymote Road between wall

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- and road); benches in new locations would also be beneficial at Whitwick Park;** local knowledge and experience of members would aid pre-assessment of suitability; the first request for a memorial plaque on a new bench had been received and **the Parish Manager would endeavour to source a supplier;**
- d) concerns had been expressed regarding irregular grass-cutting at Car Hill Rock which would be discussed with the contractor and **a review of scheduled cuts for 2020 to be explored;** an apology had been given by the Parish Manager to a local resident regarding a park security issue; **a review meeting by members with the contractor was requested;**
- e) no update available on the transfer of covenant on the re-sale of former parish land;
- f) the Parish Manager said progress on some matters was very slow but with grateful assistance from councillors on two matters she reported that installation notices had been issued at 4 grit bin installations; the revised Terms of Reference had been typed and would be submitted to council for approval; the delay to the introduction of byelaws meant a consequential delay to plans for some open spaces;

OTHER MATTERS FOR FUTURE AGENDA

- g) **the opportunity for 3 potential funding applications to MCHLG for playground/park enhancements were discussed, with the matter being referred to full council to seek a volunteer to draft an application for up to £25,000 at both Hilary Crescent and Holly Hayes playgrounds and £15,000 at Car Hill Rock for leisure enhancements.** Members noted this would need prompt attention to apply by 31 December, with projects completed (or commenced) before 31 March 2020, working in partnership with the District Council who may hold the funding if applications were successful.

2008. BUILDINGS MANAGEMENT

Resolved: That the following actions be taken/noted:

PARK HALL -

- a) the potential extension of the cancellation clause in the hire regulations (for use by the council in civil emergencies, etc) was discussed, prior to consideration by council when it would review arrangements for Operation London Bridge;
- b) decorating of the entrance hall was due to start soon and the Parish Manager would ask when the installation of the door protectors would be completed; the hirer's heating complaint was considered but all radiators were hot and seemed to be working normally; fire extinguisher service was being scheduled for all necessary buildings;
- c) no matters raised for external areas;

COMMUNITY OFFICE

- d) the quote to repair/replace coping stones and clearance of rubble was still awaited;
- e) the photocopier company had offered to take the machine to their workshop and work until they solved the paper jamming/copy quality problems, with a loan machine being brought over. A new alternative company was suggested if quotes were required.

PAVILION/TOILETS, OUTBUILDINGS AND OTHER BUILDINGS

- f) the Historical Group were using new heating settings at the Railway Station and positive comments had been received; the Parish Manager had not yet made

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progress with the roof problem;

OTHER MATTERS FOR FUTURE AGENDA

g) none.

2009. LAND MATTERS – KING GEORGES FIELD

As trustee of the Whitwick Park (King George's Field) Charity, members resolved that the following actions be taken/noted:

WHITWICK PARK

- a) Cllr Moulton, as Link Councillor for improvements to Park grounds, was still researching suggestions for improvements to the path to the tennis courts and for better egress from the fire exit doors of Park Hall; members noted the new wider access gates would benefit from a diagram to help wheelchair visitors use them;
- b) to note that the extremely generous donation of £6,650 from Woodstock in Whitwick had been presented to the Council Chairman and **resolved that a letter of thanks should be sent;**
- c) **resolved to accept the quotation from Contractor B of £4,899.00 for an inclusive access roundabout + £1,715.00 for delivery and installation at Whitwick Park;** the Parish Manager would arrange a site meeting to discuss arrangements;

[Cllr Moulton left the meeting at 8.38 pm.]

- d) **resolved to accept that exhaustive research had concluded that there were no restrictive enforceable covenants relating to use of alcohol at Whitwick Park/Park Hall,** noting that events with alcohol would require the appropriate TEN application to be made to the relevant licensing authority;

PARSONWOOD HILL

- e) noted that the new fencing installation by NWLDC delayed from August had just been scheduled for the following Monday (11 November) which unfortunately would be when the school was open; assurances had been given to the Parish Manager that having a late start would avoid clashing with school traffic; the short notice made it difficult to notify neighbours but the school would be contacted as soon as possible and a site meeting held quickly;
- f) to note that NWLDC would now be removing two diseased trees and one dead limb at the site;
- g) no other matters for a future agenda.

Full signature of Chairman: Date:

The meeting terminated at 9.04 pm.

[Cllr Moulton left the meeting at 8.38 pm.]

Date of the next meeting: Thursday 5 December 2019 at 7 pm