

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 10 October 2019 at 8.00 pm at Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Cllr P Moulton; Ms S Colledge, T Pulford

In Attendance:

Mrs. C Tibbles, Parish Manager

1 member of the public

1073. APOLOGIES FOR ABSENCE

Cllr R Woodward.

1074. DECLARATIONS OF INTEREST

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

Cllr A Barker declared a disclosable non-pecuniary interest in Whitwick Historical Group as he was a member and 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.

1075. PUBLIC QUESTIONS AND ANSWER SESSION

No questions asked.

1076. MINUTES

A minor amendment to the minutes was suggested by the Parish Manager. **Resolved: That the minutes of the meeting held on 5 September 2019 be approved as a correct record, without any alteration.** The Parish Manager would amend circulation lists for minutes to include non-councillor members and it was hoped the delivery problems with emails could be resolved.

1077. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

Resolved: That the following actions be taken/noted:

- a) **Playground Working Party Report:** Since the last meeting, the Parish Manager had circulated the comprehensive annual inspection report and recommendations made by the new company. A site meeting had been held for members at Whitwick Park with the Contract Manager and the areas highlighted for improvements in the Inspection report were thoroughly checked. Many items awaiting repairs could have been completed earlier if the spare parts ordered in June had arrived promptly. As soon as they were received, the repairs listed for swings, frames and skatepark ramps would be addressed. It was also noted that locations/proximity of some items to each other were not ideal and noted as a 'low risk' but these related to installations made before the playgrounds were transferred to the parish council. Following an update by Ms Colledge, **members noted the substantial donation from Woodstock in Whitwick would be made at the presentation**

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

event on 19 October to pay for the purchase and installation of an inclusive access roundabout in Whitwick Park. Ms Colledge undertook to forward the quotations to the Parish Manager for consideration at the next meeting. Other plans and action points remained outstanding.

b) Bowls Link Councillor: No report. Members noted the Club had held their AGM.

c) Allotments Link Councillor – Thornborough Road: No report.

d) Allotments Link Councillor – Walkers Flats: No report.

[Whitwick Park Improvements Link Councillor: see 1080 (a).]

No matters to refer to full council at this stage.

1078. LAND MATTERS – OTHER LAND

Resolved: That the following actions be taken/noted:

ALLOTMENTS

a) Following consideration of recent communications and actions, members **resolved that the Parish Manager prepare a report for consideration by council which would clarify the role/process of appointing a Link Councillor to local groups;** the Walkers Flats Management Committee were holding their AGM on Thursday 24 October at Park Hall and invitations had been sent to eligible persons;

RECREATION/OPEN SPACES

b) the Projects Working Party had met with 4 officers from Leicestershire County Council on 9 October, with valuable and positive information being shared. **Resolved to now consult with immediate neighbours in previously agreed locations at Perran Avenue (Hall Lane), Thornborough Road and Leicester Road/St Bernards Road junction and to invite councillor suggestions for 3 further locations so that a combined licence application could be made to the County Council soon;** the Parish Manager confirmed that 3 benches were in process of being ordered and installation process clarified with either slab or concrete bases being required; **resolved that residents who had links to existing memorial benches (transferred to the parish) be invited to come forward with contact and/or background information;** detailed location maps would be required, with photos, and the Chairman volunteered to work with the office to clarify locations; the public would be invited to pay for memorial plaques on benches (up to 4 per bench) and potentially other equipment;

c) members considered the summary of the responses from tree contractors but as only one company had yet confirmed a site meeting, further information was suggested by members and would be followed up by the Parish Manager; decision again deferred;

d) noted the purchase of 4 new metal sign casings/replacement covers for use by JR Landscaping for permanent display locations (initially in the Park); bulbs were being planted and summer bedding was being removed; members reported some signs had been vandalised/removed at other open spaces, with residents volunteering to display replacements when produced by the office; an update was given on the Bowls Green maintenance that had been undertaken and a request made for the irrigation tank to be drained (but the pump to remain wet); some modifications may be requested by the Committee to the GM specification for April 2020 onwards and the aim was to decide this in December;

e) due to staff holidays, most matters previously decided were still awaiting action;

OTHER MATTERS FOR FUTURE AGENDA

f) no other land matters were suggested for the next meeting. Members wished to

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

continue with the agenda format and headings, which were suiting current needs.

1079. BUILDINGS MANAGEMENT

Resolved: That the following actions be taken/noted:

PARK HALL -

- a) the decorating was nearly completed but following public concerns about use of the projector at meetings, members felt that returning to paper agendas would be worthwhile and the projector utilised for other images when appropriate;
- b) the guttering had been cleaned by the caretaker;

COMMUNITY OFFICE

- c) the quote to repair/replace coping stones and clearance of rubble was awaited; **resolved to engage a window cleaner monthly for the community office;**
- d) confirmation noted that the broadband was installed and working under Utility Warehouse but maintenance issues with the photocopier were unresolved and a quotation had been received for a new machine. Staff would need to be sure that any new machine would not face the same difficulties and Ms Colledge offered to make enquiries. Cllr Moulton requested details of monthly usage and would also make enquiries;

PAVILION/TOILETS, OUTBUILDINGS AND OTHER BUILDINGS

- e) the potential flushing problem at the Pavilion would be reviewed for the new season;
- f) the new LED lighting had been installed at the Railway Station and a letter of thanks received from the Historical Group who appreciated the work of Cllr Moulton and staff in getting the work done quickly that had made such a difference for the members;
- g) the Link Councillor reported to members that the damp problem downstairs had returned but following discussion, Cllr Moulton would instruct the Group to set the heating at a minimum of 16° to reduce the condensation problems; members suggested two local contractors to be approached to check the roof;

OTHER MATTERS FOR FUTURE AGENDA

- h) none.

1080. 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) noted the confirmation of installation by Secure-a-Field for widening the existing kissing gates to give disabled access; to note that Cllr Moulton would research quotes for improvements to the path to the tennis courts and for better egress from the fire exit doors of Park Hall to utilise the adjacent grass area;
Cllr Moulton, as Link Councillor for improvements to Whitwick Park main entrance, said the repairs to the drive with installation of a new pedestrian path would be the initial priority so that planting could then be enhanced with renewal of the line marking too;
- b) to note that the annual playground inspection report would provide a useful schedule of works for JR Landscaping; a repair would be made next week on the pothole in the driveway;

PARSONWOOD HILL

- c) noted that the new fencing installation by NWLDC delayed from August was still

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

not ready so could not be undertaken at half-term as agreed; the Parish Manager was concerned about a delay to the next school holiday so the Chairman offered to enquire at the school on what the current usage was by pupils to see if an earlier alternative was possible; neighbours would be notified about the works and NWLDC would need to avoid movements during drop off/collection times;

- d) to note that NWLDC had not undertaken the removal of two diseased trees and one dead limb at the site, which instead would now be done on day one of the fence installation;
- e) no other matters for a future agenda.

Full signature of Chairman: **Date:**

The meeting terminated at 9.35 pm.

Date of the next meeting: Thursday 7 November 2019 at 7 pm