

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 12 July 2018 at 10 am at Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

P Moulton [except part Item 680 only] and R Woodward

In Attendance:

Mrs. C Tibbles, Parish Manager

4 members of the public [Items 674-676, part 680 only].

674. APOLOGIES FOR ABSENCE

Cllrs D Howe.

675. DECLARATIONS OF INTEREST

None.

676. PUBLIC QUESTIONS AND ANSWER SESSION

Representation was made regarding a land boundary matter and copies of helpful documents shown to members prior to a decision later in the meeting.

680. LAND MATTERS

Item h) (v) was brought forward for the benefit of members of the public. Members discussed the B95 notice from Land Registry and the historical title records that showed the ownership of the land from 1959. Although registered in good faith in 2007 with Land Registry by NWLDC, it appeared the land was originally transferred in error to a former council in 1967 after being previously sold. **Resolved: the Parish Manager should write to Land Registry and notify them of the council's consent to the minor boundary alteration of WPC.011 (land to the west of Holly Hayes Road/Roslyn Road/City of Dan). Members believed this small piece of land should not be in the ownership of the Parish Council but were mindful that there should not be any legal costs to correct this. An apology was given to the rightful owners for any distress caused by this historical error from 1967.** Contact information was provided to the Parish Manager so that communications could be copied.

[Members of the public left the meeting at this point.]

677. MINUTES

Resolved: That the minutes of the meeting held on 11 May 2018 be approved as a correct record.

678. REVIEW OF WHITWICK PARK MANAGEMENT

Members noted no new incidents had occurred but also no progress on the planned assistance from Stephenson College to straighten the park fencing to remove simple access opportunities.

679. BUILDINGS MANAGEMENT

Resolved: That the following actions be taken/noted:

PARK HALL -

- a) No matters to review;
- b) No progress on outstanding matters;

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- c) **Resolved that measures to help ensure customers had timely access to Park Hall be endorsed, with extra information being provided to customers at the point of payment.** Views on the new Visitor Information Leaflet (as tabled) were welcomed and would be copied to members/staff for review before trialling with current customers. Ultimately it would be issued to new customers with their payment receipt and to contractors working at the Hall before commencing work. The booking hire form progress boxes were also to be used in future.
- d) Members noted the re-assessment by PRS/PPL for the music licence for Park Hall following an ineligible tariff being set by the organisation to the parish council;
- e) Members noted the outstanding resolution collection of 20 chairs due to supplier error, delayed by the supplier going into liquidation. The Parish Manager would not process the invoice until/unless correct delivery had been made.
- f) **Resolved: to approve the use of Park Hall for hosting a mobile heritage display in the autumn, with local volunteers needed to open/supervise the event (3 councillors already provisionally volunteered);**
- g) Update given on outstanding H&S actions points for Park Hall/Community Office, with members noting the new Accident Form to be introduced for any public accidents in council buildings;

COMMUNITY OFFICE

- h) The door repair had been undertaken and the ceiling light panel replaced;

PAVILION/TOILETS AND OUTBUILDINGS

- i) No new matters or updates to report as the outstanding electrical conduit was still to be addressed and liaison with the Bowls Group would be undertaken (members visited the Pavilion after the meeting);
- j) Members noted the Railway Station heating system had been flushed out. **Resolved: That the Parish Manager write to Whitwick Historical Group to remind them of the council instruction for the heating system to be operated daily to attain the required recommended temperature for the archives. When confirmation was received, the treatment to the downstairs damp problem would be arranged by a volunteer, subject to the archives being moved to enable painting to take place.**

OTHER MATTERS FOR FUTURE AGENDA

- k) No other matters were raised for future agendas, unless notified to Parish Manager 7 days before the next meeting.

The Parish Manager would endeavour to arrange a staff meeting next month.

680. LAND MATTERS

Resolved that the following actions be taken/noted:

WHITWICK PARK

[Cllr Moulton left the meeting briefly between 10.58 – 11.03 am. Decisions at item a) – d) were deferred until his return to the meeting when a quorum was achieved.]

- a) **Members considered the 5 quotations from FLP £4052.60, Play-Ground Supplies £2380.00, Playmaintain £3533.94, Playsmart UK £2400.00 and Streetscape £3075.00, for the replacement of the worn out safety surfacing under the Supernova and Spica equipment. Varying conditions were attached by the companies and these were considered in addition to reputation, type of surface recommended, availability and future durability. Resolved the work should be undertaken by Streetscape at a cost of £3075.00;**

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- b) Following consideration of the third quote for the replacement of the water tank for irrigation of the Bowl Green, members accepted the quotation (with the breakdown provided in June by NWLDC) for a new round metal tank, on the condition it was fit for purpose to supply pressure for the 'pop up' sprinkler heads, with an urgent installation to take place to avoid further deterioration of the Bowls Green;
- c) A site meeting to be arranged to review the earlier NWLDC quote for additional security fencing to protect and isolate the Bowls Green and reduce opportunities for ASB;
- d) To decline the request for a charity fundraising event to be hosted in Whitwick Park on the grounds of insufficient notice, existing hire event during the weekend requested, the ground space required, concerns about the admission charge and insufficient size to allow unfettered public access to other park facilities.

ALLOTMENTS

- e) noted there were no vacant plots on either site, with a waiting list being introduced at Walker Flats site;
- f) the security gate had been installed by a team of volunteers from amongst the tenants;
- g) Cllr Moulton reported there had been a watering issue at Thornborough Road, which had been addressed by the management group;

OTHER LAND

Resolved: That having regard to the confidential nature of the business to be transacted under Item (h) and the need to consider legal advice, publicity in respect of which would be prejudicial to the public interest, **the press and public be now excluded from the meeting in pursuance of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended.**

- h) (i) Legal advice had been sought from NALC in response to a breach of a licence condition. Members considered the view of the solicitor and relevant Legal Topic Notes. **Resolved: to instruct the resident to remove the notices installed; the parish council to display ownership notice at the site; to give notice to the resident that the licence for WPC.019 (Car Hill Rock) would not be renewed next year and therefore expire on 31 March 2019. Further resolved that the Parish Manager should include maintenance of the land within the grounds maintenance contract document and that in future all parishioners should have the opportunity to use the public open space.**
 - (ii) noted that NWLDC were undertaking the legal work to transfer the covenant of a former piece of parish land (The Dumps) but completion date was unknown;
 - (iii) **Resolved to take the action recommended by the council solicitor and new signage be displayed at the site of WPC.028 (North Street)**
 - (iv) noted that a quotation for land valuation was being sought from the same agent used previously by the council;
 - (v) as resolved earlier in the meeting (see above).
- i) Noted that the District Council had notified their intent to rescind their byelaws on parish land, as previously expected in 2016 but delayed in 2017. Clarification of the process had not been received so it was deferred to the next council meeting.
- j) **Resolved to replace missing signage on any sites to identify ownership by the parish council. To be produced in-house on a budget basis (see k below);**
- k) **Resolved to in future replace all signage with appropriate reference to the**

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new parish byelaws when taking effect;

- l) Noted the installation of a bench had been completed by NWLDC at Hermitage Road open space, near to the bus stop and a photo opportunity would be offered to all councillors to promote this parish investment;
- m) Noted that the triennial tree inspection had not taken place in March and had been delayed until the autumn by NWLDC;
- n) **Resolved that applications to undertake all future tree work and inspections on parish land could be invited so that from April 2019 a specialist contractor could be appointed;**
- o) No new matters raised;
- p) No further updates to report;

OTHER MATTERS FOR FUTURE AGENDA

- q) No other matters were raised for future agendas, unless notified to Parish Manager 7 days before the next meeting.

Full signature of Chairman: **Date:**

The meeting terminated at 11. 26 am.

[Cllr Moulton left the meeting briefly between 10.58 – 11.03 am. Decisions were deferred until his return to the meeting when a quorum was achieved.]

Date of next meeting: Thursday 13 September 2018 at 10 am.