

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 13 September 2018 at 10 am at Park Hall, Whitwick Park, off North Street, Whitwick**

Present: Councillor A Barker (Chairman)

Cllrs P Moulton and R Woodward

In Attendance:

Mrs. C Tibbles, Parish Manager

No members of the public

**705. APOLOGIES FOR ABSENCE**

Cllr D Howe.

**706. DECLARATIONS OF INTEREST**

Later in the meeting, Cllr Moulton declared a non-pecuniary interest in Item 711(m) and declined to comment.

**707. PUBLIC QUESTIONS AND ANSWER SESSION**

None.

**708. MINUTES**

**Resolved: That the minutes of the meeting held on 12 July 2018 be approved as a correct record.**

**709. REVIEW OF WHITWICK PARK MANAGEMENT**

Members noted the recent arson attack that damaged the holly hedge. **Resolved: to delegate the Parish Manager to arrange secure fencing to replace the damaged section of hedging. Future planting to be considered to provide similar screening after allowing time for the hedging to potentially recover.**

**710. BUILDINGS MANAGEMENT**

**Resolved: That the following actions be taken/noted:**

**PARK HALL -**

- a) **Resolved that minor damage to the roof be repaired;**
- b) No progress on outstanding matters but re-painting of the path edging would be done soon;
- c) Faulty chairs from ESPO were still awaiting collection;
- d) Provisional dates agreed for Park Hall to host a mobile heritage display from Wednesday 24 October until Friday 26 October, with local volunteers confirmed by Whitwick Historical Group for two days;
- e) Noted the new regular hirers and income forecasts as reported;
- f) That H&S actions points were ongoing and a new public accident form had been introduced in all buildings.

**COMMUNITY OFFICE**

- g) The door repair had been undertaken and the ceiling light panel replaced but the door had required further attention and another ceiling light had since failed;

**PAVILION/TOILETS, OUTBUILDINGS AND OTHER BUILDINGS**

- h) Some outstanding matters remained, as previously reported. The railings were still

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loose outside the pavilion entrance and needed to be secured effectively and reported back to the next meeting;

- i) Members noted the contractor was unable to quote for repairs to the post at the unused Railway Station exit and the matter was deferred for advice from the council's H&S contractor at their next scheduled visit.

#### **OTHER MATTERS FOR FUTURE AGENDA**

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

#### **711. LAND MATTERS**

**Resolved that the following actions be taken/noted:**

##### **WHITWICK PARK**

- a) Members considered the problems experienced by neighbouring properties to the park at North Street (with a holly hedge) and Church Lane (with an overhanging tree). **Resolved: that permission be granted to the resident, subject to written agreement for the removal of the council's holly hedge to enable a garden fence to be installed on the condition that another hedge would be planted by the resident in the following 3 months at the resident's cost. Further resolved that the council arrange for limb removal of the overhanging branches to the tree to enable the owner to undertake essential repair work to the roof.**
- b) Noted the replacement safety surfacing would be undertaken this month but final date was dependant on the right weather conditions;
- c) Following prior agreement for NWLDC to commission the replacement of the water tank for irrigation of the Bowling Green, the council had been informed the agreed design of a round metal tank was not deemed to be an acceptable specification. Therefore an alternative design was now suggested, to include protective metal security fencing and a decision was deferred to the site meeting scheduled at the end of this meeting. **Resolved: that the delay was regrettable but the revised installation now recommended by NWLDC be urgently commissioned on the condition it was fit for purpose to supply pressure for the 'pop up' sprinkler heads, the removal of the large multi-stemmed conifer to allow the installation to take place promptly to avoid further deterioration of the Bowls Green due to lack of irrigation. The District Council accepted to bear any additional cost to the previously agreed price.**
- d) Members considered the quotation for fencing and clarification was required in 2 locations at the rear of the tank and the new site for the gate, with a review of the proposed footpath route to the tennis courts. A decision was deferred to the site meeting scheduled at the end of this meeting. **Resolved: that subject to a revised map being provided the quote for £4700 be accepted as best use of relocating 33m of existing 2400mm fencing and pedestrian gate, supplemented by 32m of new matching fencing; that the Parish Manager be delegated authority to commission a small area of fencing to better protect the buildings in the park; that the quotation of £600 for a safe access to the alternative tennis court entrance be accepted in principle, although following the site meeting the cleaning of existing pathway was agreed as the preferred route with minor improvements to establish safe boundary to the grass. A revised map was required for submission to the Parish Manager before works commenced. Expenditure would be funded by the allocation for Repairs & Renewals for land.**

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- e) In the absence of further details being supplied for a potential charitable event in the park in July 2019, the Parish Manager offered to draft guidelines to help organisations know what would be required of them. This would allow greater public understanding of conditions when the land and Trusteeship of Whitwick Park (King George's Field) charity was transferred by North West Leicestershire District Council in 2014 to the parish council.
- f) **Resolved to permit one Textile Recycling Bank for The Air Ambulance charity (4' x 3') to be located in Whitwick Park in an agreed location, subject to removal of the bank within 6 weeks if problems occurred and notice is given by the Parish Manager. The charity undertook to provide regular emptying (including tidying of the area by the drivers when visiting), an emergency phone number displayed on the bank, full tonnage reports to highlight the revenue generated for the charity, include display of the location on their interactive website.** Following discussion, the Parish Manager was asked to further explore whether Whitwick Park may provide a promotional or training opportunity to the air ambulance at a future date.

### **ALLOTMENTS**

- g) Noted that additional income had been received from Walkers Flats Allotments for previously vacant plots.
- h) No further updates reported by Link Councillors.

### **OTHER LAND**

- i) Noted that the council's annual membership of Fields in Trust gave entitlement to discounts with some suppliers.
- j) Members noted that a licence holder and also some residents had visited the Community Office to discuss the recent decision of the council in regard to land at WPC.019 (Car Hill Rock) that would not be licenced after 31 March 2019. The Parish Manager was grateful to learn the historical background to the land, received advice on access and H&S. She had endeavoured to explain the legal background for the decision being made, offered commitment and reassurance to address concerns that were highlighted for abuse of the site, although there were contradictions about current/historical frequency of antisocial behaviour and a total reluctance to report adjacent drug taking activities to the police. Members agreed with the Parish Manager that undertaking a site visit would be useful for the committee when it could be arranged.
- k) 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 not yet known;
- l) **Resolved: that a request by a resident to purchase a piece of land at WPC.011 (Land to west of Holly Hayes Road/City of Dan/Rossllyn Road) to extend their garden be approved in principle, with a slight amendment to the boundary adjacent to the footpath, but generally as marked in pink on the map provided. The additional request for larger pieces of land was not approved.**
- m) Cllr Moulton declared a non-pecuniary interest in the following item and declined to comment. Members noted that a quotation for land valuation was being sought from the same agent used previously by the council now that correct contact details had been found. The Parish Manager would additionally seek a quote for Item 711 (l).
- n) Noted that the B95 land registry consent had been promptly completed by the Parish Manager.
- o) Noted that unfortunately an incorrectly laminated poster had been displayed at

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- WPC.025 Parsonwood Hill and rectification was underway to show 'no dog fouling'.
- p) Noted that the triennial tree inspection commencement date was still awaited.
- q) Noted that following a query by the Parish Manager, the quotation for £450 for remedial work for pruning, crown raising and clearance of debris at Hermitage Road play area at rear of Weavers Close had been withdrawn. Work would be undertaken as part of the existing service contract.
- r) Noted the Parish Manager's confirmation of the licence agreement at WPC.025 Parsonwood Hill.
- s) Members considered the resident's suggestion to change access arrangements at WPC.025 Parsonwood Hill to reduce antisocial behaviour and a site meeting would be arranged. **Resolved to repair the damaged chainlink fencing which was previously unreported.**
- t) Noted that secure bolts had been changed on a recent bench installation
- u) Noted that replacement of missing ownership signs on open spaces was underway, although hindered when some had been removed by vandals; that Whitwick Bowls Club had extended a warm welcome to the council when the match took place in August; that the date of the last match would be clarified so that end of season work could be scheduled for closer scrutiny by the council and the Club.

**OTHER MATTERS FOR FUTURE AGENDA**

- v) Benches and licence applications were requested for the next agenda, other matters should be notified to Parish Manager 7 days before the next meeting.

**Full signature of Chairman:** ..... **Date:** .....

The meeting terminated at 12.14 pm.

[Members adjourned to the Park at 11. 20 am for some decisions to be made and the quorum was maintained.]

*Date of next meeting: Thursday 8 November 2018 at 10 am.*