



Website: www.whitwickpc.org.uk

24th August 2023

To: The Chairman and Members of the Property Management and General Purposes Committee

(copied to all Parish Councillors for information)

Dear Members

I hereby summon you to attend a Meeting of the **Property Management and General Purposes Committee** to be held at **7.00 pm on Thursday 7th September 2023** at **Park Hall, Whitwick Park, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

Tracey McLean
Acting Parish Manager

Members of the public are welcome to attend and observe the meeting. Questions may be asked only under the public questions item if matters fall within the remit of the Committee.

Restrictions apply on capacity in the building for public seating

AGENDA

3324	ELECTION OF CHAIRMAN
	Members to elect a Chairman of the Committee for the Civic Year 2023 – 2024.
3325	ELECTION OF VICE-CHAIRMAN
	Members to elect a Vice-Chairman of the Committee for the Civic Year 2023 – 2024.
3326	APOLOGIES FOR ABSENCE

3327	DECLARATIONS OF INTEREST
	To receive declarations of interests in respect of items on the agenda. Members are reminded that they must declare whether the interest is a 'disclosable pecuniary interest' (in which case you must leave the meeting while that item is under discussion) or a 'registerable interest' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct).
3328	MINUTES
	To approve the minutes of the previous meeting held on Thursday 3rd May 2023 .
	<i>Members' instructions are requested</i>
3329	PUBLIC QUESTION AND ANSWER SESSION
	<i>Members instructions are requested</i>
3330	TREE MAINTENANCE
	<ul style="list-style-type: none"> • WPC. 012 Provision of trees – Update to be provided • Whitwick Park – Dead tree - Update to be provided
	<i>Members instructions are requested</i>
3331	PARISH WARDEN REPORT
	<i>Members instructions are requested</i>
3332	PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS
	a) Allotments Link Councillor – Thornborough Rd – Update required b) Allotments Link Councillor – Walkers Flats – Update required
	PROJECTS:
	Acting Parish Manager to provide a progress update/discussion to take place on:
	<ul style="list-style-type: none"> • Eco-Bollard • Car Parking Signs for Whitwick Park • Memorial Arch • Provision of Memorial Tree in Memorial Garden • LCC Grit Bin provision • Application for UKSPF Grant to fund broadband at Park Hall • Members Highway Fund • Renewal of Grounds Maintenance Contract • Delivery of trees expected November 2023 • Provision of CCTV

	<i>Members' instructions are requested, with agreement on any matters to refer to Council</i>
3333	LAND MATTERS – KING GEORGES FIELD
	<i>N.B When acting as a charity trustee, it must always put the interests of the charity before the interests of the Parish Council.</i>
	WHITWICK PARK
	Acting Parish Manager to provide an update on land matters (or discussion to take place) regarding items previously agreed for action and consideration by Members to be given to any additional items:
	<ul style="list-style-type: none"> • Repairs to toilet doors • Bowls green – leak to irrigation system • Peter Hurst Memorial Bench – request for bench to be re-sited • Overgrowth at rear of park • Issues with anti-social behaviour (also see below) • Potholes on park driveway • Stores door damaged
	PARSONWOOD HILL RECREATION GROUND
	<ul style="list-style-type: none"> • Consideration for re-siting of access to recreation ground • Line markings on field for school sports days
	<i>Members instructions are requested</i>
3334	LAND MATTERS – EXCEPT KGV LAND
	ALLOTMENTS
	<ul style="list-style-type: none"> • Walkers Flats & Thornborough Road Allotments Society Management Agreements • TRAS – Tree overhanging allotment plot and main road • TRAS - Mains Water Supplies
	RECREATION/OPEN SPACES
	<ul style="list-style-type: none"> • Crumbling stone wall on Castle Street • Holland Close – overgrown bush and issues with anti-social behaviour (also see above) • Howe Road – report of rotted knee railing • Thornborough Road – Damaged knee railing • Footpath behind Tressall Road – Standing Water • Padlock replacement for all sites • Planter on Oaks Road • Grit bins, provision of shovels and padlocks

	<ul style="list-style-type: none"> • Green Lane – damaged fence panel
	<i>Members' instructions are requested</i>
3335	BUILDINGS' MANAGEMENT
	Acting Parish Manager to provide an update/review/discussion of repairs and maintenance issues and consideration by Members to be given to any additional items :
	PARK HALL
	<ul style="list-style-type: none"> • Gents' toilet – light and tap replaced • Disabled toilet, problem with flush on toilet • Request by hirer for blinds for windows in main hall • Vandalised bin • Well pump
	COMMUNITY OFFICE
	<ul style="list-style-type: none"> • Damp problem in office • Door alarm • Office keys • Repair required to emergency office light
	PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION
	Old Railway Station
	<ul style="list-style-type: none"> • Guttering to be cleared • Roof tiles, corner bricks and wasps' nest – repairs required • Problem with drain
	Pavilion
	<ul style="list-style-type: none"> • Investigation relating to SMART meters – Ongoing • Storage of mower
	<i>Members' instructions are requested</i>
3336	OTHER MATTERS FOR FUTURE AGENDA
	Members to suggest other land matters for consideration at the next meeting
	<i>Members' instructions are requested</i>

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.



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

MINUTES of the MEETING OF THE PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on Wednesday 3rd May 2023 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Cllrs S Colledge, P Moulton

Mrs A Barker, Mr T Gee

In Attendance:

Mrs T McLean, Acting Parish Manager

		ACTION
3246	APOLOGIES FOR ABSENCE	
	It was RESOLVED to accept and approve apologies from Cllrs J Straw and R Woodward.	
3247	DECLARATIONS OF INTEREST	
	<p>Mrs A Barker declared a registerable interest as a member of Whitwick Historical Group.</p> <p>Cllr P Moulton declared a registerable interest in matters affecting Whitwick Historical Group as a Link Councillor and a member; a registerable interest in matters regarding Whitwick Bowls Club as a member; a registerable interest as Link Councillor for Thornborough Road Allotment Society; a registerable interest as Link Councillor for Walker Flats Allotments; a registerable interest as a Meadow Barn point of contact; registerable interest as a member of Whitwick Action Group.</p> <p>Cllr A Barker declared a disclosable registerable interest as a Director of Holly Hayes Wood and as a member of Whitwick Historical Group and a registerable interest as a signatory at Walkers Flats Allotments.</p>	

	<p>Cllr S Colledge declared a registerable interest in the Whitwick branch of the Royal British Legion as a member; a registerable interest in Whitwick Historical Group as a member; a registerable interest in issues relating to planning and the green wedge as a member of Whitwick Action Group; a supporter and member of Coalville C.A.N; a registerable interest as a member of Woodstock in Whitwick; a registerable interest as a point of contact for Meadow Barn View; a potential disclosable interest in any matter concerning the old Hermitage Leisure Centre site as an immediate neighbour.</p> <p>Mr T Gee declared a registerable interest as a member of Whitwick Historical Group and as a member of Woodstock in Whitwick.</p>	
3248	MINUTES	
	It was RESOLVED that the minutes held on Thursday 6 th April 2023 be approved as a correct record.	
3249	PUBLIC QUESTION AND ANSWER SESSION	
	None.	
3250	TREE MAINTENANCE	
	<ul style="list-style-type: none"> • WPC.012 Provision of trees – Cllr Colledge provided details of several varieties of trees. Members RESOLVED that quotations should be obtained and an order to be placed for 2 no. pussy willow, 2 no. rowan and 2 no. strawberry trees (all two metres in height), stakes and security mesh to be included in the quotations. When order placed, trees to be delivered October/November 2023. 	TM
	<ul style="list-style-type: none"> • Whitwick Park – Dead Tree - The Acting Parish Manager informed members that she had attempted to contact the parish preferred tree surgeon but had been unable to arrange a site meeting. Members RESOLVED that alternative companies be contacted for quotations. 	TM
3251	PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS	
	a) Allotments Link Councillor – Thornborough Road – Update:	
	Link Councillor confirmed that he had issued a reminder relating to apology and equality and diversity training. The Acting Parish	

	Manager confirmed that she had provided an on-line link for Equality and Diversity training to the TRAS Secretary and this had been acknowledged. TRAS to come back to the council with confirmation that they would attend the training following their forthcoming AGM. Date of AGM to be ascertained.	TM
	b) Allotments Link Councillor – Walker Flats – Update:	
	Link Councillor confirmed that Mr Gregory had been contacted. Mr Gregory had informed the office that Mrs Gregory could be contacted in case of emergency during Mr Gregory’s convalescence.	
	PROJECTS:	
	<i>The Acting Parish Manager provided an update on the following:</i>	
	<ul style="list-style-type: none"> • Mural in Whitwick Park – Invoice received from mural artist. Payment to be made as soon as possible. Following the local election process, main photograph on Facebook page to be updated to feature the mural. 	TM
	<ul style="list-style-type: none"> • Eco-Bollard – Members RESOLVED that the Acting Parish Manager to contact the company again with regard to clarification of portability of the equipment. Item to be deferred to the next PMGP Committee meeting for discussion and a final decision to be made as to the purchase of the equipment. 	TM
	<ul style="list-style-type: none"> • A3 Car Parking Signs – Members noted that permanent car parking signs had now been installed in the car park. It was suggested that the opening and closing times of the park be discussed under a future agenda item, before a decision could be made regarding the purchase of an additional larger sign. 	TM
	<ul style="list-style-type: none"> • Memorial Arch – Members noted one quotation that had been received. Two further quotations were being sought by the Acting Parish Manager. 	TM
3252	LAND MATTERS – KING GEORGE’S FIELD	
	<i>N.B When acting as a charity trustee, it must always put the interest of the charity before the interests of the Parish Council</i>	
	Members noted/ resolved :	
	Whitwick Park	

	<ul style="list-style-type: none"> • Toilet Doors – Members noted that specification of work had been provided to the council’s preferred contractor and a quotation was awaited. 	
	<ul style="list-style-type: none"> • Grounds Maintenance Company Service Delivery – Members noted that an FOI request had been received relating to contracts that the council will be bringing to tender for grounds maintenance. Members noted that a reference request had been received for grounds maintenance company. The Acting Parish Manager confirmed that this would be provided. 	TM
	<ul style="list-style-type: none"> • Delivery of free trees for Whitwick Park – Members RESOLVED that grounds maintenance company should plant hedging at the back of the park fencing (along the jitty) and along fencing on the right hand side. Any spare trees from this order to be planted at Car Hill Rock. 	
	<ul style="list-style-type: none"> • Anti-social behaviour in the park – Members noted that the Acting Parish Manager had been contacted with regard to an anti-social behaviour incident in the park. PCSO Aimee Carney had been aware of the situation and she had confirmed that police officers would continue to patrol the park areas in Whitwick. 	
	<ul style="list-style-type: none"> • Bowls Club request for additional signage – A request had been made for an additional sign to be placed on the gate at the rear of the park. 	
3253	LAND MATTERS – EXCEPT KGV LAND	
	Parsonwood Hill	
	<ul style="list-style-type: none"> • Attempt by travellers to gain access to recreation ground on Sunday 16th April 2023 – Thanks were given to Cllr Barker for his speedy provision of a large chain. The Acting Parish Manager had contacted parish preferred contractor to provide a quotation for work to be carried out to gate posts. 	
	Allotments	
	<ul style="list-style-type: none"> • TRAS planning application – Members noted that the planning application had now been passed. 	
	<ul style="list-style-type: none"> • SLCC Allotment Report from Parish Manager (Cathy Tibbles) – Members noted the report that had been provided by the previous Parish Manager. 	

	Recreation/Open Spaces	
	<ul style="list-style-type: none"> • Playground installation at Green Lane Park, Holly Hayes Play Area and Hilary Crescent – The Acting Parish Manager informed councillors that she had contacted the playground installation company who had confirmed that they were prepared to provide a credit note of £307.00 (ex-VAT) for wetpour work that had not been completed. Members RESOLVED that the invoice should now be paid. • Hilary Crescent Play Area – broken glass – Members noted that the Parish Warden had reported broken glass around the play area and the grounds maintenance company had been instructed immediately to clear the debris away. • Holly Hayes Play Area – damaged rocking horse – Members noted that the damaged rocking horse and base had been removed from the area and the hole filled with grit. Item to be removed from asset register • Parish Flag – The Acting Parish Manager passed on her thanks to councillors that helped out with raising and lowering the flag when the Parish Warden was unavailable. Members RESOLVED to include the anniversary of the Whitwick Mining Disaster (19th April) on the parish flag flying policy. Flag would be lowered to fly at half-mast in recognition of those that had lost their lives. • New mapping system for street light columns – Members noted that Leicestershire County Council had asked for volunteer parishes to trial the new system. Members RESOLVED that due to the Acting Parish Manager’s workload, the Council were not in a position to participate in the scheme. 	<p>TM</p> <p>TM</p> <p>TM</p>
	<ul style="list-style-type: none"> • Standing water at Tressall Road footpath – The Parish Warden had contacted LCC with regard to the situation. An update would be provided for the next Property Management & General Purposes Committee meeting. 	
3254	BUILDINGS’ MANAGEMENT	
	Park Hall	
	<ul style="list-style-type: none"> • Use of Park Hall as a Polling Station – Members noted that the Acting Parish Manager had instructed caretakers to open the Hall at 6.30 am and to close at 10.00 pm on Thursday 4th May 2023. A rubber mat had been purchased to enable assisted wheelchair access through the double side doors. 	

	<ul style="list-style-type: none"> • Coronation Day, Saturday 6th May – There were no hirers booked in the diary and Park Hall would be closed on the day. 	
	<ul style="list-style-type: none"> • Table Straps – Members RESOLVED that straps would not be required as tables were now being stored in the caretaker’s cupboard. 	
	<ul style="list-style-type: none"> • New fire signs – Members noted that four new fire signs had been provided free of charge by the sign company. Two signs were now in place in Park Hall, the remaining signs to be used in other Council buildings. 	
	Community Office	
	<ul style="list-style-type: none"> • Damp problem in Community Office – Cllr Moulton confirmed that he had contacted Merisons Builders to request that a company representative visit the office to investigate the damp problem. Cllr Moulton confirmed that he would contact two additional building contractors. 	PM
	<ul style="list-style-type: none"> • Door alarm – Members RESOLVED that the Acting Parish Manager instruct an engineer to service the alarm system and reset the alarm code. 	TM
	<ul style="list-style-type: none"> • Photocopier – Members noted that there were increasing problems relating to the photocopier due to its age. This item to be an agenda item for a future meeting, where comparison of costs would be perused. 	TM
	PAVILION/TOILETS, OUTBUILDINGS AND OLD RAILWAY STATION	
	Old Railway Station	
	<ul style="list-style-type: none"> • Guttering to be cleared – Members RESOLVED that Cllr Moulton and Cllr Barker would clear the guttering as soon as possible. 	AB/TM
	Pavilion	
	<ul style="list-style-type: none"> • Investigation relating to SMART meters – Members noted that the Acting Parish Manager was still looking into the possibility of installation of SMART meters at Park Hall and the Pavilion. 	

3255	OTHER MATTERS FOR FUTURE AGENDA	
	The Chairman encouraged members to put ideas forward for consideration or other opportunities that could be explored.	
Full signature of Chairman: Date:		
The meeting terminated at 8.40 pm		