



Website: www.whitwickpc.org.uk

30th November 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 December 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

3411	APOLOGIES FOR ABSENCE
3412	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).
3413	MINUTES

	To approve the minutes of the previous meeting held on Thursday 5th October 2023.
	<i>Members' instructions are requested.</i>
3414	PUBLIC QUESTION AND ANSWER SESSION
	<i>Members' instructions are requested.</i>
3415	GUEST SPEAKER FROM PEOPLE ZONE: LILY THORNE, COMMUNITY DEVELOPMENT OFFICER
	<ul style="list-style-type: none"> • General update on the programme and on projects already underway within the people zone. Discussion around potential schemes within the village of Whitwick.
	<i>Members' instructions are requested.</i>
3416	TREE MAINTENANCE
	<ul style="list-style-type: none"> • WPC 0.12 Provision of trees – Update to be provided • WPC 0.08 – Overhanging tree onto resident property - quotation options to be considered.
	<i>Members' instructions are requested.</i>
3417	PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS
	a) Allotments Link Councillor – Thornborough Rd –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/update on broadband investigate at Park Hall • Members Highway Fund • Renewal of Grounds Maintenance Contract • Free Trees Update
	<i>Members' instructions are requested, with agreement on any matters to refer to Council.</i>
3418	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 & irrigation servicing • Potholes on park driveway • Vandalism to rocking horse • Damaged barriers near to skate park • Hedge saplings vandalised • Damaged wire fence next to memorial wall • Playground inspection results
	PARSONWOOD HILL RECREATION GROUND
	<ul style="list-style-type: none"> • Consider re-siting of vehicle access gates
	<i>Members' instructions are requested.</i>
3419	LAND MATTERS – EXCEPT KGV LAND
	ALLOTMENTS
	<ul style="list-style-type: none"> • TRAS – Tree overhanging allotment plot and main road • TRAS – Mains water supply • WFA – Requested removal of tree stump
	RECREATION/OPEN SPACES
	<ul style="list-style-type: none"> • Holland Close Update • Footpath behind Tressall Road – Standing Water • Cutting back trees/bushes at Holly Hayes – Cllr Gillard query • Provision of bench at the bottom of Holly Hayes Road • Investigate possible encroaching onto parish land at Tressall Road • Playground inspection results • Hillary Crescent playground – hedges, youths & littering
	<i>Members' instructions are requested.</i>
3420	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 :

	ALL OWNED BUILDINGS
	<ul style="list-style-type: none"> • PAT testing • Fixed electrical installation tests • Electric smart meters
	PARK HALL
	<ul style="list-style-type: none"> • Well pump • Window blinds • Hot water boiler in kitchen
	COMMUNITY OFFICE
	<ul style="list-style-type: none"> • Damp problem in office • Repair required to emergency office light • Pests in roof space
	PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION
	Old Railway Station
	<ul style="list-style-type: none"> • Damp
	<i>Members' instructions are requested.</i>
3421	OTHER MATTERS FOR FUTURE AGENDA
	Members to suggest other matters for consideration at the next meeting
	<ul style="list-style-type: none"> • Provision of CCTV cameras
	<i>Members' instructions are requested.</i>
	<p>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.</p> <p>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.</p>



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 Thursday 5th October September 2023 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Councillors S Colledge, P Moulton [3361- 3369] R Woodward

Mrs A Barker

In Attendance:

Mrs T McLean, Acting Parish Manager

		ACTION
3361	APOLOGIES FOR ABSENCE	
	It was RESOLVED to accept and approve apologies from Cllr Briers and Mrs McNeice.	
3362	DECLARATIONS OF INTEREST	
	Mrs A Barker declared a registerable interest as a member of Whitwick Historical Group.	
	Cllr S Colledge declared a registerable interest in the Whitwick and Ashby branches of the Royal British Legion as a member; a registerable interest in Whitwick Historical Group as a member; issues relating to planning and the green wedge as a member of Whitwick Action Group; 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 pecuniary interest in any matter concerning the old Hermitage Leisure Centre site as an immediate neighbour.	
	Cllr A Barker declared a registerable interest in all matters relating to NWLDC for Hermitage Ward as a District Councillor; registerable interest as a Director of Holly Hayes Wood and as a member of	

	<p>Whitwick Historical Group and a registerable interest as a signatory at Walkers Flats Allotments.</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 Link Councillor and a member; a registerable interest as Link Councillor for Thornborough Road Allotment Society; a registerable interest as Link Councillor for Walker Flats Allotments; all matters relating to NWLDC for Thornborough Ward as a District Councillor; a registerable interest as a member of Whitwick Action Group.</p> <p>Cllr Woodward declared a registerable interest as a Director of Holly Hayes Wood, as a member of Whitwick Historical Group and as a member of Friends of Thringstone.</p>	
3363	MINUTES	
	<p>It was RESOLVED that the minutes from the meeting held on Thursday 7th September 2023 be approved as a correct record.</p>	
3364	PUBLIC QUESTION AND ANSWER SESSION	
	None.	
3365	TREE MAINTENANCE	
	<ul style="list-style-type: none"> • WPC.012 Provision of trees – Update provided - Members noted that three local companies had been contacted to obtain quotations 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. 	TM
	<ul style="list-style-type: none"> • WPC.008 -Overhanging tree onto resident's property – Members noted that a tree on parish land was overhanging onto resident's conservatory. Grounds maintenance company had done what they could, but could not get close enough to remove all branches using steps and ladders. Acting Parish Manager to forward photographic evidence to parish preferred tree surgeon for his suggestions/quotation. 	TM
	<ul style="list-style-type: none"> • Vandalised tree on Thornborough Road – Members noted that the Parish Warden had reported that the cherry near to the Covid Memorial Bench on Thornborough Road had been vandalised. Grounds maintenance company to cut back the tree in attempt to save it. 	TM

3366	PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS	
	a) Allotments Link Councillor – Thornborough Road – Update:	
	This report to be dealt with under Item 3368, Land Matters, Allotments. The Acting Parish Manager informed members that to date, Meadow Barn View had not received a written apology from Thornborough Road Allotment Society (as per minute number 3084 [9]). Cllr Moulton to follow up with TRAS representative.	Cllr PM
	b) Allotments Link Councillor – Walker Flats – Update:	
	Nothing to report.	
	PROJECTS:	
	<i>The Acting Parish Manager provided an update/information on the following:</i>	
	<ul style="list-style-type: none"> • Eco-Bollard – Members noted that Cllr Wyatt had attempted to contact Intecso, but to date had not received a reply. Members RESOLVED: that Cllr Wyatt be invited to attend the next meeting of the PMGP Committee (2nd November), to discuss his suggestions of alternative companies that could provide an air quality monitor and the possibility of funding. Members also RESOLVED: that the item relating to the Intecso Eco-Bollard should be removed from future agendas going forward. 	TM
	<ul style="list-style-type: none"> • A3 Car Parking Signs – This project is currently on the action list but on hold due to time constraints. Members RESOLVED: that quotations for an additional sign be obtained, the design to be in a format similar to sign at entrance to park, approximately 3-foot square, mounted on posts, to be situated opposite round flower bed on at top of drive. Closing times on the main sign at the entrance to the park to be amended (park to remain open until 9.00 pm, May-August). 	TM
	<ul style="list-style-type: none"> • Memorial Arch – The Acting Parish Manager presented two quotations for member perusal. Quotation 1 - £3,690 + VAT; Quotation 2 - £4,250 both quotations for manufacture only. Members RESOLVED: to accept Quotation 1. Wording to read Whitwick Memorial Garden. Quotations for installation to be sort at a later date. 	TM
	<ul style="list-style-type: none"> • Provision of Memorial Tree in Memorial Garden – Members noted that the Acting Parish Manager confirmed that she had contacted the parish preferred tree surgeon for him to source 	TM

	wood to form the basis of a memorial tree, currently awaiting a reply.	
	<ul style="list-style-type: none"> • LCC Grit Bin Provision – Members noted as part of the Members Highway Fund (MHF) grit bins to be provided at Whitwick St Bernard’s Road/Leicester Road junctions x 2, George Street/Hall Lane junction x 1, Hogarth Road/Leicester Road x 1. A consultation with residents had recently taken place. Paperwork to now be completed and forwarded to LCC. • Application for UKSPF grant to fund broadband at Park Hall – Members noted that the Acting Parish Manager had completed and forwarded an application to NWLDC. Further information in support of the application to be provided for NWLDC by the Acting Parish Manager. Further quotations to provide broadband at Park Hall were also being sought. • Members Highway Fund – Funding Received – At the request of a member, the Acting Parish Manager confirmed that £4,000 had been received into the parish council bank account on 14th June 2023. This funding would be used to purchase a park bench at the entrance to Holly Hayes Wood and two benches on the grass area outside the kebab shop, market place. Further funding would be received in due course - £10,000 for the purchase of 2 VAS machines and posts; £5,000 for highway improvements. The Acting Parish Manager to clarify when money will be received. • Renewal of Grounds Maintenance Contract – Members noted that the initial period for tenders would end on Friday 13th October and the contract would need to be awarded by 10th November 2023, there would then be a standstill period of 10 days. The Acting Parish Manager requested that several members would need to be available to open tenders and carry out scoring process from Tuesday 17th October 2023. • Delivery of trees expected November 2023 – A delivery of 420 trees is expected in November. It had been previously resolved that the majority of trees would be planted at Car Hill Rock. Members RESOLVED: that any spare trees would be planted at the side of the fence on Parsonwood Hill Recreation Ground. Grounds maintenance contractor to be notified to ensure planting included in their work schedule. 	<p>TM</p> <p>TM</p> <p>TM</p> <p>TM</p>
3367	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"> • Repairs to toilet doors – The Acting Parish Manager presented two quotations for member perusal. Quotation 1 – Estimated cost £350.00 per door; Quotation 2 – Total Price for 4 doors (including store door) £2,750 + VAT. Members RESOLVED: that a further quotation be obtained. 	TM
	<ul style="list-style-type: none"> • Bowls Green – leak to irrigation system – The Acting Parish Manager presented a quotation (£2,862.00 + VAT) for member perusal. Contractor had suggested that sprinklers needed to be re-cabled as the wiring had deteriorated and was crumbling. Members RESOLVED: that the Acting Parish Manager obtain further information relating to the work to be carried out on the quotation and to bring back to the next meeting. 	TM
	<ul style="list-style-type: none"> • Potholes on park driveway – Members noted that grounds maintenance contractors had scheduled in the work to be carried out on Friday 13th October. The driveway would be closed for a short period of time. 	
	<ul style="list-style-type: none"> • Vandalism to rocking horse – Members noted that seats had been removed by vandals. Grounds maintenance company had ordered new seats from manufacturer and these would be fitted as soon as they were received. 	
	<ul style="list-style-type: none"> • Damaged barriers near to skate park – Members noted that corroded barriers near to skate park had been taped up by grounds maintenance contractor. Members RESOLVED: that quotations to be obtained by Acting Parish Manager for cleaning up and re-welding of barriers. 	TM
	<ul style="list-style-type: none"> • Hedge saplings vandalised – Members noted that grounds maintenance contractor had reported that some hedge saplings had been damaged. 	
3368	LAND MATTERS – EXCEPT KGV LAND	
	PARSONWOOD HILL RECREATION GROUND	
	<ul style="list-style-type: none"> • Consideration for re-siting of access to Parsonwood Hill Recreation Ground – further questions – Members RESOLVED: for Acting Parish Manager to investigate which contractor provided original railings and to report back to the committee. 	TM

	ALLOTMENTS	
	<ul style="list-style-type: none"> • New email address for Walkers Flats Allotments - Members noted that a new contact email address for Walkers Flats Allotments has been provided, parish council website had now been updated with new information. 	
	<ul style="list-style-type: none"> • TRAS – Tree overhanging allotment plot and main road – Members noted that the Acting Parish Manager had contacted the advice of the parish preferred contractor and was awaiting advice and recommendations for remedial work to be carried out. 	TM
	<ul style="list-style-type: none"> • TRAS – Mains Water Supply 	
	Members noted that Water Plus had been contacted and it was in hand to provide a final meter reading prior to the water supply ceasing.	TM
	RECREATION/OPEN SPACES	
	<ul style="list-style-type: none"> • Crumbling stone wall on Castle Street – Members noted that the wall does not fall under the responsibility of Whitwick Parish Council. • Holland Close – Members noted that the Acting Parish Manager had received a reply from National Grid who had provided a snapshot of the land registry deed and confirmed that the land in question did not belong to them. Members RESOLVED: that as no-one would take responsibility for the bush and every avenue had been explored, as a gesture of goodwill the parish council would cut the bush back to the ground, but under no circumstances would this admit liability for future work. • Footpath behind Tressall Road – Standing Water – Members noted that work was scheduled to take place on 18th October 2023 (subject to change) 	TM
	<ul style="list-style-type: none"> • Cutting back trees/bushes at Holly Hayes – Members noted that grounds maintenance company to confirm if this work forms part of the schedule. 	TM
	<ul style="list-style-type: none"> • Provision of bench at the bottom of Holly Hays Road – Members noted that the Acting Parish Manager requested photographs to ascertain where the bench would actually be sited. 	TM

	<ul style="list-style-type: none"> • Resident request for one off access permission through gate at Hays Close – Members RESOLVED: that permission be granted for resident to have temporary access through gate at Hays Close to fell a tree in his garden at the rear of his property. Access over parish land and key forms to be completed by resident. 	TM
	<ul style="list-style-type: none"> • Resident query relating to potential development on fields off Talbot Street – Members RESOLVED: for resident to contact Cllr Moulton for him to make enquiries to NWLDC as the District Council Member for the Thornborough Ward. 	Cllr PM
3369	BUILDINGS' MANAGEMENT	
	Park Hall	
	<ul style="list-style-type: none"> • Well Pump – Members noted that a date still to be agreed for service to well pump. 	TM
	<ul style="list-style-type: none"> • Window Blinds – Members RESOLVED: that regular hirer apply to Parish Council for funding grant to be used for the provision of window blinds. 	TM
	COMMUNITY OFFICE	
	<ul style="list-style-type: none"> • Damp problem in Community Office – Members noted that one quotation had been received for work relating to damp problem. A further quotation was still awaited. 	TM
	<ul style="list-style-type: none"> • Repair required to emergency office light – Members noted that Cllr Moulton confirmed that a contractor would need to be instructed to replace the lighting unit. Members RESOLVED: that the Acting Parish Manager instruct a contractor to replace the lighting unit as soon as possible and to arrange for PAT testing to take place. 	TM
	<ul style="list-style-type: none"> • Pests in roof space – Members noted that copious amounts of mouse droppings found in roof space and amongst insulation. Members RESOLVED: that a pest control company be instructed to carry out work as soon as possible. Insulation in roof space to be replaced at the same time as pest extermination. 	TM
	PAVILION/TOILETS, OUTBUILDINGS AND OLD RAILWAY STATION	

	OLD RAILWAY STATION	
	<ul style="list-style-type: none"> • Work to be carried out to roof tiles and corner bricks – Members noted that the Acting Parish Manager was currently awaiting a quote for work to be carried out. 	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. 	TM
3370	OTHER MATTERS FOR FUTURE AGENDA	
	<ul style="list-style-type: none"> • Provision of CCTV Cameras – Members RESOLVED: that Paul Collett to be invited to PMGP Committee Meeting due to take place on Thursday 2nd November 2023 	TM
	<ul style="list-style-type: none"> • Community Payback in the People Zone – Members RESOLVED: that representatives from the People Zone be invited to PMGP Committee Meeting due to take place on Thursday 7th December 2023 	TM
Full signature of Chairman: Date:		
The Chairman closed the meeting at 8.20 pm		

Cllr Moulton left the meeting at 8.20 pm

Whitwick Parish Council
Community Office
3a Market Place
Whitwick
Leicestershire
LE67 5DT

QUOTATION

Number: 44176
Customer no.: 14470
Entry date: 05/10/2023 Tel: 01530 459 527
Page: 1 Fax:

Oct/Nov Delivery

Quantity	Plant name	Size	Reference	Price	Amount £
2	Salix caprea	200/250 cm RW Feathered		16.10	32.20
2	Sorbus aucuparia	200/250 cm RW Feathered		15.40	30.80
2	Arbutus unedo	175/200 cm C20		118.00	236.00
1	CPC Van Delivery Charge			35.00	35.00
			Total	£	<u>334.00</u>

The Strawberry tree is a guide price, as availability cannot be confirmed until closer to the time of delivery.

Trees for Whitwick Parish Council.012 - Quotation 2:

2 X Salix Caprea, STD, 8/10cm Girth x alba £115 each including VAT and delivery

2 X Sorbus aucuparia, STD, 8/10cm Girth £130 each including VAT and delivery

Quotation for tree-work from parish preferred tree contractor

Stinson way

- Trim back overhang, crown raise trees to 5m.

£480 + Vat

Or

Pollard 2 trees alongside garage to prevent damage/give longer prior to a revisit, crown raise and trim back remaining trees

£980 + Vat

WHITWICK MEMORIAL GARDEN

2000

2000



Quotation for tree-work from parish preferred tree contractor

-Thornborough Rd

The large Ash tree has a lot of significant deadwood across the canopy and what seems to be early stages Ash dieback. 2 ways of dealing with this issue one is tackling the immediate problem i.e. deadwooding, the second more severe way reduces any on going issues as the tree deteriorates over the next couple of years. By carrying out the lesser works, the tree still may need the more severe works within 2-3 years and incur further costings.

Both quotes involve full access and removing all material

- Routine deadwood/general works £780 + Vat

- Pollard to 7-8m height, retain as habitat and manage regrowth in 5 years if needed/alive
£2580 + Vat

13 October 2023

Tracey McLean
Whitwick Community Office
3a Market Place
Whitwick
LE67 5DT

Quote for work to be carried out at the above address

No drainage on door threshold to release water to the outside front of building.
Holes or channels as appropriate need to be ground into threshold to let the water out
to the outside of the building

Total cost for work as described £60.00

With thanks