



Website: www.whitwickpc.org.uk

29 October 2020

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

(Cllrs Barker, Moulton, Straw and Woodward; Ms Colledge, Mrs Barker)

(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 **VIRTUALLY** at **7.00pm** on **Thursday, 5 November 2020** (*under Local Authorities (Coronavirus) Flexibility of Local Authority Meetings (England) Regulation effective 04.04.2020*) for the purpose of transacting the following items of business.

Yours faithfully

Cathy Tibbles, PSLCC
Parish Manager

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

AGENDA

Councillors will receive an email invitation to join the meeting, although the process below will also work. The public can join the meeting at: <https://us04web.zoom.us>

Meeting ID: 858 4949 5263 Passcode: 0110202011

Using the link above, you need to enter the Meeting ID and then the password. This will take you to the parish committee meeting (being admitted to a 'waiting room' until the meeting is ready to start).

If anyone is unable to access the internet then join by phone by dialling any of these numbers (but then use Meeting ID and passcode as above):
+44 203 481 5240 United Kingdom +44 203 901 7895 United Kingdom
+44 131 460 1196 United Kingdom +44 203 051 2874 United Kingdom
Public participation is limited to the item for Public Questions only. Time will also be limited for decision making so please help if you can by asking essential questions only.

Parish Manager: Cathy Tibbles, Whitwick Community Office, 3a Market Place,
Whitwick LE67 5DT
(Tel: 01530 459527) (Email: clerk@whitwickpc.org)

NB –Park Hall remains CLOSED – this meeting is being held over the internet, in line with new legislation

AGENDA

2297. APOLOGIES FOR ABSENCE

2298. 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 'disclosable non-pecuniary 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).

2299. PUBLIC QUESTION AND ANSWER SESSION

2300. MINUTES

To approve the minutes of the previous meeting held on 1 October 2020 (see attached).

2301. PARISH PROJECTS - WORKING PARTY/LINK COUNCILLOR REPORTS

To consider progress since the last report/meeting and/or any recommendations for approval and opportunities for discussion/questions from members (see information enclosed/to follow/to be tabled):

- a) Playground Working Party
- b) Bowls Link Councillor
- c) Allotments Link Councillor – Thornborough Road
- d) Allotments Link Councillor – Walkers Flats

PROJECTS

1. Whitwick Park Gates – Access Problem – *adaption recommended as trespass is taking place when gates are locked;*
2. Whitwick Park Entrance improvements – *comparative quotations received (confidential information to follow to members only) Company A (not quoted), Company B price awaited Company C to follow;*
3. The steps aside of Park Hall leading up to the grass area – *comparative quotations received (confidential information to follow to members only) Company A -quoted, Company B – price awaited Company C quoted;*
4. New Signage for the Pavillion/Green/Parking/Tennis Courts –*action required by Parish Manager, offer of assistance received;*
5. Installation of Benches throughout the Village – *3 benches installed in park, vandalised bench now being used for spares as refurbishment not possible; LCC has requested more information for licence application for Loughborough Road & Perran Avenue (Hall Lane) so response is being prepared;*

6. Repairs to the Old Station Building – *new boiler installed 29/10/20; repair work mostly completed and invoices awaited;*
7. Installation of the Miners Memorial Seat in front of the Wheel – *design information sent to LCC by Parish Manager and confirmation received that Licence application is required – draft nearly finalised for submission but map is needed to show location of current bench, with photo; LCC fee is waived until Christmas; Quote previously received and as a bespoke design there is no alternative manufacturer for comparison. **Members** to consider if lecturn is to be included in licence (and where it is to be placed) or if an information board is to be fixed to Wheel. Delivery charge is £105 + VAT, plus £40 for other items*
8. Park Hall Heating serviced ready for the winter – *new company still not provided date to undertake service due to workload – being chased weekly;*
9. Grit Bins –*date for unlocking, checking and re-filling is being circulated to volunteers (as set previously);*
10. New Flag Pole -*order confirmed, split delivery costs extra £15, site meeting on 5/11, hinged base plate installation by JR Landscaping on 12/11 and flagpole erection to be confirmed when courier confirms delivery date;*
11. Memorial Garden in Whitwick Park - *Drawings now circulated, designed by Jenny Williams, with 3 options for different scale of design; delivery charge for bench/lecturn is £40 per item + VAT if delivered at same time as other items; site meeting to be confirmed.*
12. NEW Play equipment for the Holly Hayes & Hilary Crescent Play Areas
13. NEW Fencing for Car Hill Rock

Members’ instructions are requested, with agreement on any matters to refer to Council.

2302. ANTISOCIAL BEHAVIOUR – DISCUSSION REPORT

Possibly under confidential terms, members to discuss verbal update on options under consideration to improve the safety in Whitwick Park and other open spaces.

Members’ instructions are requested.

2303. ANNUAL PLAYGROUND INSPECTION REPORTS

Members to consider the reports following the annual inspection of all sites (previously circulated).

Members’ instructions are requested.

2304. LAND MATTERS – KING GEORGES FIELD

NB When acting as a charity trustee it must always put the interests of the charity before the interests of the Parish Council. As Trustees, members to note the action list is awaiting updating and also consider:

WHITWICK PARK

- a) the "Why I Love My Park" poster competition is underway, involving children and other park visitors; update on the first 'Park Brew' coffee event held on Sunday 25 October; next one is Sunday 29 November – all councillors invited to be involved with Cllr Collins to join park visitors and share new ideas for future park use;
- b) update (if available) on the investigation into a possible Street Art project on the skatepark, in conjunction with some of the regular users;
- c) to note the investigation into the serious incident in the park (previously circulated to members) is now closed;
- d) quote received for urgent repair to top of driveway (information circulated to members only);
- e) Insurers require notification if toilets block is closed for any period longer than 30 days as part of our conditions of cover;
- f) request from park users for bins to be installed by new benches;
- g) request from park users for a bin to be installed in the Jitty as bagged dog poo is being thrown over the fence into the park;
- h) progress update by the Parish Manager on land matters previously agreed for action;

PARSONWOOD HILL (part)

- i) no other new matters for consideration;

2305. LAND MATTERS – EXCEPT KGV LAND

Members to note the action list is awaiting updating and also consider:

ALLOTMENTS

- a) any matters requiring attention/action by or for the management committees for Thornborough Road and Walkers Flats Allotments;

RECREATION/OPEN SPACES

- b) to consider the draft Memorial Policy (see attached);
- c) enforcement action remains outstanding (following instruction to Parish Manager) of boundary infringement at one open space;
- d) graffiti discovered on planter basket at parish entry sign –has been turned round until graffiti can be removed
- e) confirmation sent to Play Inspection Company for 5 sites to be checked in September 2021, at same cost as this year;
- f) progress update by the Parish Manager on land matters previously agreed for action;

Members' instructions are requested.

2306. BUILDINGS' MANAGEMENT

Members to note the action list is awaiting updating and also consider:

PARK HALL:

- a) no date agreed by new company for the periodic electrical inspection (to include all 4 buildings);
- b) review of building repairs and maintenance issues;
- c) review of external areas;

COMMUNITY OFFICE:

- d) that in line with latest guidance, the Parish Manager would continue to work mostly from home; the Community Office could not safely open on a public drop-in basis due to restricted size, layout and safety considerations; new PPE to be purchased; trial underway for all visitors to be by appointment only to aid safe working;
- e) review of building repairs and maintenance issues;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- f) review of building repairs and maintenance issues;

Members' instructions are requested.

2307. EXCLUSION OF PRESS AND PUBLIC

Members to consider, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, whether the public and press is excluded from parts of the meeting below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

Members' instructions are required.

2308. LAND MATTERS

Members to consider the confidential report and professional advice. To agree the best course of action in the interest of the council.

Members' instructions are required.

2309. OTHER MATTERS FOR FUTURE AGENDA

Members to suggest other land matters for consideration at the next meeting.

Members' instructions are requested.

Date of next virtual meeting: Thursday 3 December 2020 at 7 pm