

Website: www.whitwickpc.org.uk

26 June 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, 2 July 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>

Using the link above, you need to enter the Meeting ID which is 794 5531 1156 and then the password - 0207202011 . This will take you to the parish committee meeting (being admitted to a 'waiting room' until the meeting is ready to start).

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. If anyone is unable to access the internet then there may be phone numbers available to join the meeting (not yet tested so see our website for any updates about phone access.)

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

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

AGENDA

2191. APOLOGIES FOR ABSENCE

2192. 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).

2193. PUBLIC QUESTION AND ANSWER SESSION

2194. MINUTES

To approve the minutes of the previous meeting held on 5 March 2020 (see attached).

2195. 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

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

2196. FUTURE NON-COUNCILLOR MEMBERSHIP

Non-councillor members are asked to indicate if they are willing to be co-opted to the Committee at the next council Annual Meeting (being held on 16 July).

Members' instructions are requested.

2197. LAND MATTERS – EXCEPT KGV LAND

Members to note the action list is awaiting updating (not appended) and also consider:

ALLOTMENTS

- a) to note that allotments have remained open during the coronavirus pandemic, with guidance being followed as available;
- b) any matters requiring attention/action by or for the management committees for Thornborough Road and Walkers Flats Allotments;

RECREATION/OPEN SPACES

- c) to note that open spaces have remained available during the coronavirus pandemic, with thanks to councillors, staff and Rangers for producing

and displaying signage, with tape to deter access to the play equipment and the outdoor gym equipment.

- d) to note that severe difficulties and frequent abuse were encountered from some visitors (of all ages) when Rangers, councillors, public and staff were trying to enforce government guidance about play equipment (see also 2199(b);
- e) update by the Parish Manager on licence applications to install new street benches to Leicestershire County Council;
- f) further explanatory letter to encourage some residents to support bench installations is ready to distribute at a future date (but currently inappropriate as it refers to people being able to sit together and chat);
- g) confirmation that 3 new benches have been ordered in readiness for the next licence application in supported locations;
- h) report of nuisance/danger to walkers near to WPC.019 Car Hill Rock by numerous mountain bikers;
- i) Memorial Policy is being drafted by Chloe to establish procedures for residents to follow to purchase plaques for benches, donate plants or trees on parish land;
- j) complaint by resident about a parish tree at WPC.012 (Hilary Crescent) which the Parish Manager has confirmed did not require work at the last survey but will be checked again when the next tree surveys take place;
- k) fence boundary query at WPC.010 by resident at Green Lane and members are asked to consider evidence of true boundary (confidential information to members only);
- l) enforcement action has been requested to the District Council following an alert to the Parish Manager, consideration of the boundary infringement at one open space but still awaiting allocation to an officer;
- m) to consider existing licence at WPC.033 City of Dan and establish preferred location for offer of donated miners' memorial bench (see attached);
- n) any other grounds maintenance matters from/undertaken by JR Landscaping;
- o) progress update by the Parish Manager on land matters previously agreed for action, including confirmation that residents have checked and locked the parish grit bins over the summer period;

Members' instructions are requested.

2198. BUILDINGS' MANAGEMENT

Members to note the action list is awaiting updating (not appended) and also consider:

- a. to note that buildings have been closed to public access since 20 March during the coronavirus pandemic, with guidance being followed as available;
- b. the Parish Manager thanks staff, JR Landscaping and Whitwick Historical Group for the regular security checks that have been undertaken during this time;
- c. to note that our insurers (RSA) have confirmed an extended period that they will not apply their usual restrictions if property is temporarily unoccupied due to coronavirus – 90 days increased by a further 30 days grace to 120 days;
- d. to consider latest guidance and Risk Assessment(s) for re-opening of

community buildings and assess what action should be taken and provisionally when (information attached or to follow); consideration of delegation remaining with Parish Manager, after consultation with Committee, due to the rapidly changing situation between meetings;

PARK HALL:

- a) Fire risk assessment has been reviewed by a competent person during the closedown;
- b) Notice Board ordered for outside the main entrance door;
- c) no progress on finding a new maintenance company to service the heating system;
- d) no date agreed by new company for the periodic electrical inspection;
- e) review of building repairs and maintenance issues;
- f) review of external areas;
- g) to note the business rates being levied by the District Council on this community building is now £111 per month, a huge increase from paying £112 for the whole year previously. Current budget was set at £121, prior to this increase being notified so as your RFO I'd recommend the council be requested to make a virement from the contingency fund to cover this cost;

COMMUNITY OFFICE:

- h) Fire risk assessment has been reviewed by a competent person during the closedown;
- i) review of building repairs and maintenance issues;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- j) Fire risk assessment has been undertaken by a competent person during the closedown for the Pavilion and the Old Railway Station;
- k) to agree the solution needed to rectify treatment of damp in the end wall of the station potentially linked to the chimney;
- l) review of building repairs and maintenance issues, including the roof leak at the Old Railway Station;

Members' instructions are requested.

2199. 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 (not appended) and also consider:

WHITWICK PARK

- a) to note that with severe difficulties, the park remained open during the coronavirus pandemic, with guidance being followed as available;
- b) to note that the foul abuse from some visitors (of all ages) directed at Rangers, councillors, public and staff when trying to enforce government guidance meant frequent reports to the police. 6 police officers attended one afternoon and consequently in an endeavour to retain park opening the council recognised their duty of care to staff as a higher priority – therefore people who ignored all endeavours to keep equipment out of use would no longer be asked to move;

- c) Whitwick Park Improvements Link Councillor – to consider information (to follow or to be tabled) for suggested improvements to Whitwick Park (Cllr Moulton);
- d) to note that the Bowls Green and tennis courts were re-opened when guidance signs were displayed, with sports guidance being followed;
- e) to note the tree work that had previously been planned for February, then March, cancelled in June, has now been provisionally re-scheduled for the fourth time;
- f) to consider the request from a hirer who cannot currently use Park Hall so has requested permission to do fitness activities in the park (within guidelines and no shared equipment); members to decide if a fee should be charged (advice awaited – to follow);
- g) planting of a floral NHS tribute design has been started for the island at Whitwick Park;
- h) progress update by the Parish Manager on land matters previously agreed for action;

PARSONWOOD HILL (part)

- i) no new matters for consideration;

2200. OTHER MATTERS FOR FUTURE AGENDA

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

Members' instructions are requested.

Date of next meeting: Thursday 3 September 2020 at Park Hall at 7 pm

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 5 March 2020 at 7.00 pm at Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Cllrs P Moulton, J Straw, R Woodward and

Mrs. A Barker, Ms S Colledge

In Attendance:

Mrs. C Tibbles PSLCC, Parish Manager/Responsible Finance Officer

2 members of the public [Items 2134-2142 only]

2134. APOLOGIES FOR ABSENCE

None. The Chairman welcomed Mrs. Barker to her first meeting.

2135. DECLARATIONS OF INTEREST

Cllr J Straw declared a disclosable non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group and a non-pecuniary interest in Whitwick Historical Group as a member.

Ms Colledge declared a disclosable non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group and any matter regarding the Hermitage Leisure Centre as a neighbour and Woodstock in Whitwick as a member.

Cllr A Barker declared a disclosable non-pecuniary interest in Walkers Flats Allotment Society as a signatory on some transactions; a non-pecuniary interest in Whitwick Historical Group as a member.

Cllr P Moulton declared a disclosable non-pecuniary interest in matters regarding the Bowls Club as a member; a non-pecuniary interest in matters affecting Whitwick Historical Group as the Link Councillor and a non-pecuniary interest in matters affecting Whitwick Royal British Legion as the Link Councillor and a member.

2136. PUBLIC QUESTIONS AND ANSWER SESSION

The Chairman, having explained that public participation was only allowed during this time limited item and not during the other parts of the meeting, invited questions. A representative of the U3A explained for their National Project Day they wished to plant trees in Whitwick and asked if the parish council would consider accommodating this on parish land, happily working jointly with other groups (eg schools) helping U3A members to plant them. Discussions ensued to clarify the helpful details they had researched: provision of 400 free trees by the Woodland Trust, size and scale (105 needing space of 4 tennis courts, 30 fitting on 1 tennis court). The Chairman welcomed the Voluntary Tree Warden to the meeting and members thanked her for taking on this new role. The Tree Warden asked

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why the parish council wanted to spend money on trees when there were free sources available - she was already exploring these so the parish didn't have to pay? She added that small trees were better to root and get established and that stakes, ties, rabbit guards etc would need to be purchased. Members confirmed the Committee were fully in support of planting trees, as records showed, but disagreed with the decision to pay £5000 as 50% contribution to a scheme for trees for just one ward.

2137. MINUTES

Resolved: That the minutes of the meeting held on 6 February 2020 be approved and signed as a correct record.

2138. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

Resolved: That the following actions be taken/noted:

- a) **Playground Working Party Report:** noted the arrangements for the new roundabout to be installed.
- b) **Bowls Link Councillor:** No report. Cllr Moulton had attended a pre-season meeting, as a member of the club but had not spoken as a representative of the parish council.
- c) **Allotments Link Councillor – Thornborough Road:** No report.
- d) **Allotments Link Councillor – Walkers Flats:** No report.

2139. FUTURE MEETING ARRANGEMENTS

Resolved to change the date of the next meeting only to be held on Wednesday 1 April at the Pavilion.

2140. STREET FURNITURE

Following a request for local knowledge and understanding, **resolved to invite the County Council to a site meeting at the top of Dumps Road following a request to them by a resident to install a handrail for pedestrians.** Members were unclear about why any future ownership would be the responsibility of the parish council but felt that a viable solution may not be found at this difficult location.

2141. TREE MATTERS

Resolved: That the following actions be taken/noted:

- a) the draft Tree Management Strategy was still being revised and was deferred. **Support was fully given to apply for Tree Charter Champion or a Tree Charter Branch status which reflected the commitment of the parish council priority for the environment and could be incorporated into the new Strategy document; draft Charter wording was approved to recommend to council;**
- b) considered the written clarification from the County Council that their 'Licence to Cultivate' did not normally cover trees; although the county could look into new tree planting on verges with the help of parishes (funding and watering) it could also be considered as part of their own county planting program; confirming that trees would become the default property of the county who would then decide maintenance and

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- falling; having to be mindful when planting of choosing the right species, size at maturity, visibility splays, width of verge, consideration of adjacent landowners and maintenance of their property (e.g. hedge cutting) and importantly the checks and restrictions to planting with overhead/underground services (needing searches with around 15 different service providers to locate utility runs (gas, water, electric, telecoms); willingness to investigate further;
- c) Confirmation that there is likely to be a big drive on tree planting over the next few years, especially around the National Forest, **resolved to affirm to the county the full parish support to provide space for planting on WPC land; to accept a community orchard if funding was available and to accept individual trees and/or wooded plots if the funding was available; to accept the offer to meet the new Tree Officer with responsibility for Whitwick and explore options;**
 - d) **not to support paying £5000 to plant trees on verges that would be handed over to the County Council on verges because it was felt to be a waste of parishioner's money;**
 - e) **to further explore a community planting scheme as suggested by a local resident in conjunction with a local school but at an alternative location where it was a priority to replace felled trees and enhance that open space;**
 - f) **to accept in principle the offer by the U3A to undertake a project by members to obtain and plant free trees on parish land in the autumn;**
 - g) to note with thanks the appointment of a voluntary Parish Tree Warden and the opportunities that might be available (after training) for sharing information that would lead to improvements.

2142. LAND MATTERS – EXCEPT KGV LAND

Resolved: That the following actions be taken/noted:

ALLOTMENTS

- a) comparisons were made between the two management agreements in use and the Parish Manager to follow up on two minor matters before further consideration by the Committee;

RECREATION/OPEN SPACES

- b) noted that the licence application for some new benches had not yet been submitted to the County Council and a further explanatory letter to some residents was also required;
- c) no other grounds maintenance matters from/undertaken by JR Landscaping were raised;
- d) no update available on riparian responsibility for the parish but members noted the underground culvert installed by the old Urban District Council was being checked for ownership;
- e) noted that a new company had been sourced for any potential environmental survey that the parish might be required to undertake by the brook;

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- f) **thanks to the vigilance of the Chairman, a potential boundary infringement was being urgently investigated by the Parish Manager, with clear and unanimous instructions by members on how to proceed;**
- g) noted the discounted picnic benches often available at this time of year and of potential interest in 2021; that residents had volunteered to be monitors for the parish grit bins; that the work by Severn Trent to a water pipe under the footbridge at land adjacent to Holly Hayes Road had been agreed and provisionally scheduled;

2143. BUILDINGS MANAGEMENT

Resolved: That the following actions be taken/noted:

PARK HALL -

- a) that a date/quotes was awaited by the new company willing to undertake the annual service and maintenance of the heating system;
- b) reminder notices about handwashing had been put up in parish buildings and **additional cleaning of all handles and switches would be instigated as a precautionary measure;**
- c) no matters raised for external areas;
- d) the new rating notice had been received and invoicing was awaited from the District Council before calculating the difficulty this would cause;

COMMUNITY OFFICE

- e) water ingress had been noted under the front door of the community office and would be monitored during any future heavy rain;
- f) the windows had not yet been cleaned, although agreed (contact information required);

PAVILION/TOILETS, OUTBUILDINGS AND OTHER BUILDINGS

- g) changes discussed to the licence agreement for the Pavilion which would be drafted by the Parish Manager; decorating consent had been sought and given to the Bowls Club; **repairs to the roof and investigation of chimney breast damp was needed at the Station;**

2144. LAND MATTERS – KING GEORGES V FIELD

As trustee of the Whitwick Park (King Georges Field) Charity, members resolved that the following actions be taken/noted:

WHITWICK PARK

- a) Clr Moul, as Link Councillor for improvements to Park grounds, had found quotes were not forthcoming and after checking financial regulations, **agreed to pursue for a final time before presenting what was available to the next meeting;**
- b) **to invite a resident to help with ideas/designs for the new memorial garden within Whitwick Park and designs were shown for a commemorative memorial bench and other items;**
- c) consent had been granted to the TPO application for works to the protected lime tree within Whitwick Park that needed crown lifting and

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- some crown reduction;
- d) essential tree work was delayed to Friday 6 March, with temporary partial closure of the entrance driveway when removal of major limbs was taking place [Parish Manager’s note: this was rescheduled to Tuesday 9 March, delayed due to high winds and rescheduled again to Sunday 15 March];
- e) confirmation of arrangements for removal of old climbing frame by JR Landscaping by 10 March;
- f) forthcoming site visit by contract manager for the new roundabout on 11 March, with installation and surfacing dates soon to be confirmed;
- g) quote now accepted for repairs to the main entrance gates;

PARSONWOOD HILL

- h) no new matters for consideration;

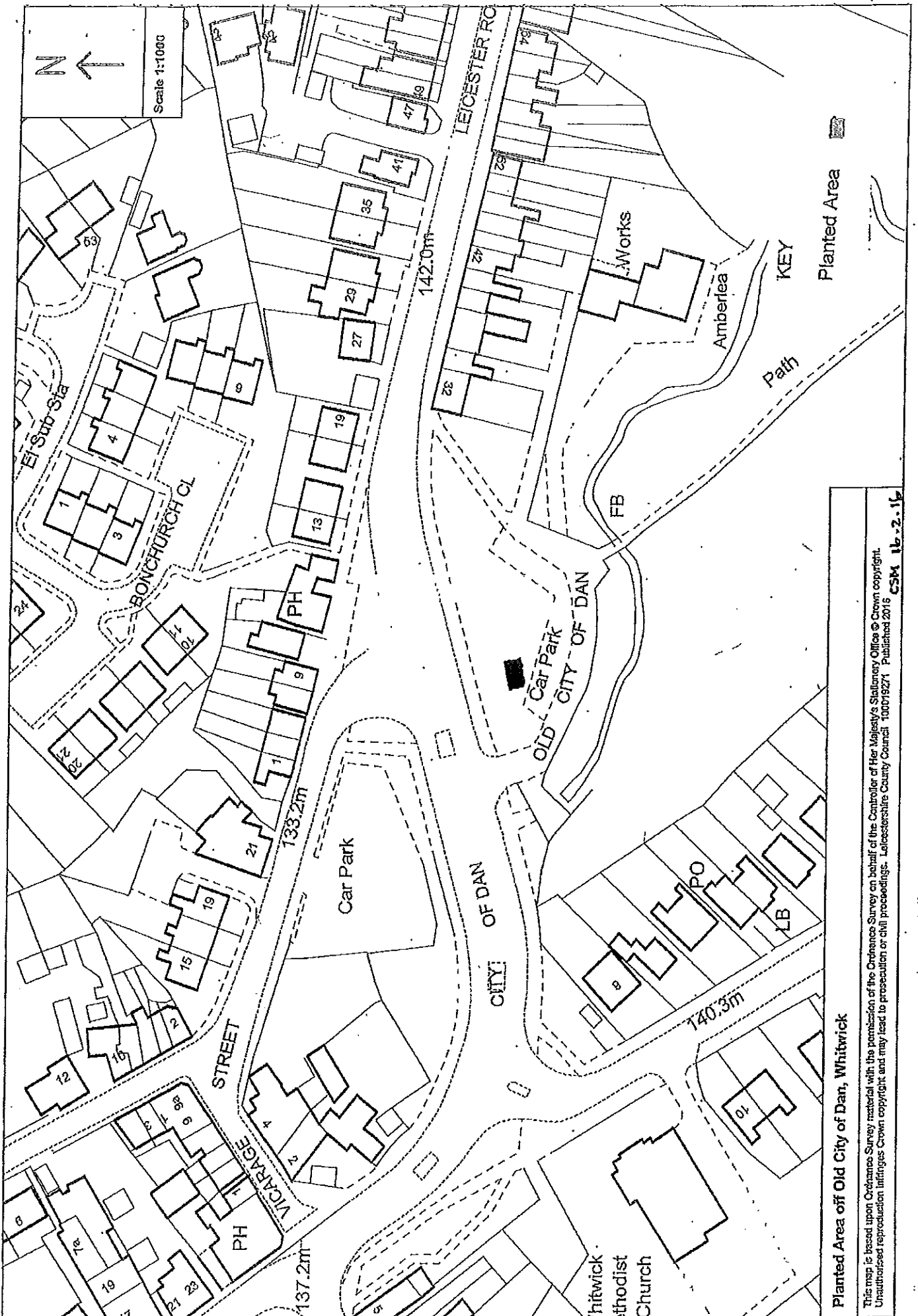
OTHER MATTERS FOR FUTURE AGENDA

- i) no new suggestions.

Full signature of Chairman: Date:

The meeting terminated at 9.28 pm.

*Date of the next meeting: changed to **Wednesday 1 April 2020 at 7 pm**
in the Sports Pavilion*



Planted Area off Old City of Dan, Whitwick

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