



Website: www.whitwickpc.org.uk

4 October 2019

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

(Cllrs Barker, Moulton and Woodward, Ms Colledge, Mr Pulford, vacancy)

(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 **8.00 pm on Thursday, 10 October 2019** at **Park Hall, Whitwick Park, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

A handwritten signature in black ink that reads "Cathy Tibbles". The signature is written in a cursive style.

Cathy Tibbles
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

1073. APOLOGIES FOR ABSENCE

1074. 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).

1075. PUBLIC QUESTION AND ANSWER SESSION

1076. MINUTES

To approve the minutes of the previous meeting held on 5 September 2019 (previously circulated).

1077. 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.

1078. LAND MATTERS – EXCEPT KGV LAND

Members to consider action list (as appended) and the following items:

ALLOTMENTS

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

RECREATION/OPEN SPACES

- b) update on the site meeting held with Leicestershire County Council to check bench locations agreed at Hall Lane, Thornborough Road and Leicester Road/St Bernards Road junction;
- c) members to consider appointment of a preferred contractor as Tree Surgeon deferred from last meeting (information sought - to follow when received);
- d) any other grounds maintenance matters from/undertaken by JR Landscaping;
- e) progress update by the Parish Manager on land matters previously agreed for action;

OTHER MATTERS FOR FUTURE AGENDA

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

Members' instructions are requested.

1079. BUILDINGS MANAGEMENT

Members to consider action list (as appended) and the following items:

PARK HALL:

- a) review of building repairs and maintenance issues;
- b) review of external areas;

COMMUNITY OFFICE:

- c) review of building repairs and maintenance issues;
- d) confirmation that new broadband line is now installed and working under the new contract with Utility Warehouse;

PAVILION/TOILETS, OUTBUILDINGS and OTHER BUILDINGS:

- e) repair request being clarified for toilet flushing problem in the Pavilion;
- f) update on the green grant submitted for financial support to replace obsolete light fittings at Railway Station and target date for works to be scheduled;
- g) update of potential damp problem noticed in upstairs ceiling of Railway Station;
- h) review of building repairs and maintenance issues;

OTHER MATTERS FOR FUTURE AGENDA

- i) members to suggest other building matters for consideration at the next meeting

Members' instructions are requested.

1080. LAND MATTERS – KING GEORGES FIELD

As Trustees, members to consider action list (as appended) and the following items:

WHITWICK PARK

- a) Whitwick Park Improvements Link Councillor – to consider information and/or quotations for improvements to Whitwick Park (Cllr Moulton);
- b) to note progress on playground works by JR Landscaping and the review of the recent annual inspection of the playground, noting the helpful addition of anticipated lifespan of some equipment;

PARSONWOOD HILL (part)

- c) following confirmation of details on 12 July, no order was made for new fencing by the District Council (contractor for the project) so the planned installation in August was cancelled; revision requested for 14 October (half-term) but confirmation still awaited from Steve Truman, who will supervise the project;
- d) to note that tree work has not yet been undertaken (due to delays with fencing above) – date awaited for removal of two trees and one dead limb;

Members' instructions are requested.

	B	C	D	E
62	ACTION LIST/MATTERS PENDING		Updated: 18 September 2019	Notes
63		North St 'historically maintained' land	Pursue Possessory Title - Nick Hancox instructed, await NWLDC reply, chase email sent 23/06	Statement supplied by Jason Knight (NWLDC) 05/18. Reply from Nick Hancox for council. Signage produced (in-house) for display on site.
64		Prop Cttee's recs and actions following site visit and agreed by PC (Min No 68), namely:	WPC.010 Green Lane/Herm Rd offer licences to residents who have access onto land; review litter/dog bin provision	
65	439a 040917	Bench Installation	Apply for licences for necessary locations if Highway land. Provisional Site meeting arranged for 9 October with LCC.	Consult with residents in chosen locations. Letters drafted and maps being produced.
66	434 (viii)	Whitwick Park	Establish process to deal with trespassers in park (check NALC Legal Topic Note and confirm with police)	Police view supportive if park is locked. Trespass is an offence. New Sgt. Confirmed support
67	434 (ix) & 777 081118	Whitwick Park	New signs on lamp posts and produce flyers for vehicles left in car park. Review NWLDC letters used on unauthorised cars left overnight. Owners to retrieve when park opens next morning. Signage to be displayed. Cars Parked at Owners Risk signs needed. Successful implementation on 01/04/19 by JR Landscaping. Process worked.	Assess who is using car park and for what reasons. Parish Manage to arrange asap. NWLDC req. to send letter 6/12. Reminded again on 21/12/18. Received 01/19
68	436g(iii) 040917	Land and Property	Investigate planning obligation for open space at Elms, following resident views on facilities	Cathy to review when possible.
69	500j 091117 975j 230519	Land and Property	Arrange valuation on land requested by resident for possible purchase to extend his garden. Valuation Office declined to submit quote as too busy. Alternative quote for valuation to be sought from a local estate agent. Update to be sent to residents to explain reason for delay.	update resident with preliminary response of PC. Contact made with Valuation Office to get quote July 2018. Maps sent Sept. Reply awaited. Office quoted for full site visit(s) (contrary to our specification as not required) and then declined to quote as too busy.
70	594f 080318	Buildings	Assessment to be undertaken on whether parish council need to have legionella testing done	
71	594f 080318	Buildings	Undertake Risk Assessment on visitors to council buildings being accompanied by dogs/children.	
72	594h 080318	Community Office	COSHE sheets needed for cleaning products (copied from Park Hall records) and photocopier toner	Caretaker requested to copy for P Hall. Caretaker left. Repeat upon new appointment.
73	657d 110518	Park Hall	Green Grant received and project costings to be checked then implemented. Projector and Screen purchased. (Extension lead, mat, lockable cupboard). Connection adaptor needed to Laptop USB.	Supplier failed to respond. Orders being placed by Chloe for alternative. Furniture purchased. Projector purchased and screen installed. 1 lead required to connect to notebook.
74	669 170518	Whitwick Park	Circulate quotes to members for new water tank (Bowling Green) & Parish Manager to take delegated decision; inform Club that 25% contribution was requested (with time to pay/fundraise); the Club confirm commitment to seek grant funding for prior agreed aims; the Club to increase membership with support from Parish Council for publicity and promotion. The Council accept the invitation to play a friendly match with the Club (date to be agreed).	part completed. Part outstanding for Club
75	680k 120718	Land	New signage to be commissioned for all sites when parish byelaws are brought into effect.	Budget allocated for 19/20
76	680n 120718	Land	Seek to appoint a specialist contractor to undertake tree inspections and work from April 2019. Not enough quotes received. Deferred to approach more suppliers. Deferred again - insufficient replies on 050919	Budget allocated for 19/20
77	710h 130918	Pavilion	Railings on ramp need re-fixing	NWLDC to dig out, extend railings and sink in - agreed. Chased for completion by 31/03/19. Delay - could be 6 weeks. NWLDC apology given. Team very busy and not been a priority. Will re-assess timescale.
78	711i 130918	Land	Notify resident that in principle request to purchase small piece of land is approved but larger areas of land declined. Arrange valuation. Valuation Office declined to submit quote as too busy. Alternative quote for valuation to be sought from a local estate agent. Update to be sent to residents to explain reason for delay.	Letter sent. 01/19 Resident still wants valuation quote. PM to chase
79	778c 081118	Park Hall	2 small folding tables (3 feet long) to be purchased to give flexibility for hirers	Chloe to source and order, checking with Kelvin if unclear
80	778i 081118	Pavilion/Bowls Green	broken and missing signs - 'keep off the roof' and put up 'keep off the green' to make it clear that bikes and dogs were not allowed.	Laminated signs insufficient. Order to be made for permanent signage.
81	843 100119	Finance	Make budget provision to enable asbestos survey, legionella assessment to be done on all buildings	
82	843 100119	Finance	Seek alternative contractor to repair Railway Station post or cost alternative solution	

	B	C	D	E
83	843 100119	Finance	Make budget provision for fencing at WPC.019, as advised for H&S reasons	
84	845b 100119	Land and Property	Install 5mph signs in Whitwick Park for entrance drive and car park.	To be ordered asap.
85	845d 100119	Land and Property	Create designs for whitelining to highlight speedbumps on drive, disabled parking bay by Park Hall entrance door, give way markings adjacent to the island, 'no parking' lines in passing bay and quotes for this +surface repairs to parts of the driveway/top driveway by	PMGP Committee delegated to lead project (06/19)
86	252(e) 975e 230519	Tree Management	Work with NWLDC to establish tree maintenance schedule on parish land to deal with tree issues and mitigate problems in future	Paul Ashmore to respond. Due in early 2018. Date for inspection awaited. Report needed by end October. Report received on 08/04/19. To be assessed and clarification sought on tree locations (no map, assets all called 0001). GPS data requested again via NWLDC on 29/05/19. Committee to then review areas raised by residents.
87	895h 140319	Pavilion	vandalism to the (Bowls Green) walls be repaired; that the outstanding repair from last year to the rail by the pavilion entrance be completed by the District Council;	Parish manager to get quote from NWLDC. Parish Manager to request repair done by 31/3/19. Quote not
88	896c 140319	Whitwick Park	Signage agreed (wording and locations) to show no overnight parking allowed. Speed limit signage also to be ordered.	Parish Manager to action. Need to measure diameter of lighting columns.
89	896g 140319	Parsonwood-Hill	Delegate Parish Manager to accept best value quotation for replacement fencing, subject to eligibility for S406 funding and fencing budget provision and/or Earmarked Reserves	S406 Funding Received in Bank. Cheapest quote accepted from NWLDC. Site Mtg to clarify details 29/05/19 and
90	140319 974d 230519	Whitwick Park	request update from neighbour regarding planting of replacment hedge taken out for fencing. Alternative Option suggested by neighbour and accepted by Committee that if fencing was cladded the hedge would not be required due to extra space now available for GM vehicles and increased bowls club parking (whose members should avoid parking on the grass).	19/3/19 Resident called to explain delay due to work taking longer than expected to finish but still planned. Taking advice on right time to plant so if out of season will be delayed, with apologies. Parish Manager to write and confirm that requirement to re-instate holly hedge is cancelled.
91	972a 230519	Playgrounds	Invite young visitor to design poster to help council canvass views of all young people and schools and visitors about current/future provision of parish playgrounds	
92	972b 230519	Playgrounds	Council to gather evidence of current usage levels and potential opportunities to enable assessment	Working Party appointed. Mtgs underway
93	972c	Finance	Parish Manager to request NWLDC to confirm if money was received this year from central governments £13 million funding package for parks and green spaces (which excluded parish councils) and to ask for an allocation for Whitwick in line with views expressed by Rishi Sunak MP (Minister for Local Government) who envisaged this funding should be shared with parishes who had parks needing remedial work and renovation	
94	973b 230519	Park Hall	Pass Caretaker's phone number to JR Landcaping, revise the hire leaflet for customers, provide staff contact numbers to all committee members (for emergency liaison contact)	
95	973c 230519	Park Hall	order blackout blinds for windows at Park Hall and then review level of lighting (decline blinds on fire doors due to safety/design issues)	
96	973g 230519	Whitwick Park	Monitor level of vandalism with stones being put down public toilets - close toilets when incidents occur to prevent total blockages	
97	974a 230519	Whitwick Park	Parish Manager to write to young resident requesting goal nets and explain vandalism, arson and H&S issues that caused removal. Cllr Moulton to investigate further for solution	
98	974g 230519 9754 230519	Parsonwood-Hill	Agreed to have green fencing at a height to be agreed at site meeting on 30 May, design out future ASB potential where possible, for TRAS to re-use any serviceable old chainlink fencing (to be collected)	
99	982c 070619	Buildings	Cllr Moulton to investigate quotes/designs to provide safe and improved disabled access to the external area by the fire doors, which would also improve facilities for all hirers and would be included in the capital project to improve the main entrance;	
100	982e 070619	Buildings	The Community Office interior should be decorated by the caretaking team after completing Park Hall	
101	982i 070619	Buildings	Cllr Moulton and Cllr Woodward to check wiring at the Railway Station was ok for new light fittings, check the style of the fuse board; the Parish Manager to check the last building survey for any electrical information and the areas of responsibility in the current tenancy agreement; quote accepted by Lockwells for new fittings for £669.30 +VAT, with the potential for a green grant to be applied for from NWLDC. Grant acknowledged. Approval given 16/09/19. Work to be undertaken.	
102	983b 070619	Whitwick Park	improved signage needed to tennis courts to show revised entrance	
103	983e 070619	Grit Bins	Purchase 6 bins, as agreed design and arrange identifying labels to be printed. Labels received 17/09/19	
104	983e 070619	Grit Bins	Council to consider 3 priority street locations for consultation and application to LCC by summer deadline.	
105	983h 070619	Open Spaces	Purchase 2 benches in readiness for installation, from earmarked reserves.	
106	985 070619	Committee	Dates of future meetings - provisional schedule to be arranged by Parish Manager	
107	1018b 110719	Benches	Licence application for benches to be submitted to LCC for the locations agreed at Hall Lane, Thornborough Road and Leicester Road/St Bernards Road junction.	If approved by LCC then consultation of neighbours to be done by parish council

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108	1018b 110719	Benches	Opportunity for donations from public for a memorial plaque to go on a bench (in a location of the council's choosing). Potentially £50 per plaque or full cost of bench if only 1 plaque wanted.	Publicise in Community Voice/website. Council to agree set rates/process?
109	1018c 110719	Trees	Parish Manager to extend search for tree companies due to poor response. Seek quotes for work at Whitwick Park to provide like for like comparison. Decision deferred	
110	1018d 110719	Grounds Maint.	Agreed to have white lines to highlight the speed bumps	passed to JR-19/7
111	1018d 110719	Grounds Maint.	Agreed to produce poster to publicise awareness that bad language is not welcome in parks	
112	1019c 110719	Comm Office	Need to replace missing coping stones and removal of old rubble behind outer walls- JR to be requested to do this	passed to JR 19/7
113	1019f 110719	Railway Station	Quotation accepted for labour to install electrical fittings and upgrade to LED £245	
114	1020a 110719	Whitwick Park	Quote noted but deferred for new bespoke kissing gates at jitty at rear of park	
115	1020a 110719	Whitwick Park	Insurance claim submitted but quotes not obtained yet for repairs to entrance gates. Heras fencing required to maintain overnight locking.	
116	1020c 110719	Whitwick Park	Quote for £375 for remedial safety work to metal play equipment accepted, with wood/metal paint at £42 per tin being mixed and purchased in bright green, yellow and red. Additional green paint to be purchased for outbuilding doors to be painted.	passed to JR 19/7
117	1020d 110719	Parsonwood Hill	Final price agreed for fencing (as previously outlined) plus 2 kissing gates, 1 closing gate at £17,954	passed to P Ashmore 12/7
118	1020e 110719	Parsonwood Hill	Quote for NWLDC tree work to be undertaken to allow fencing works to take place, costing £380 as outlined at site meeting.	passed to P Ashmore 12/7
119	1021 110719	Committee mtgs	Dates agreed for future meetings until end of civic year. Hall booked. Diaries updated. Website to be updated.	
120	1050a 050919 & 1051k 050919	Playgrounds	Site meeting to be held with JR Landscaping to review updated p/g review. Held on Tuesday 17/09	
121	1050a 050919	Playgrounds	Resolved that future installations should, where possible, be more fully inclusive for all abilities.	NB Annual Inspection Reports since received and used for basis of meeting and any remaining priority action points listed to be re-assessed
122	1050a 050919	Playgrounds	Pre April 2019 repairs to safety surfacing (by previous contractor) required improvement and alternative edging styles to be considered to reduce future trip hazards	
123	1050a 050919	Open Spaces	Simple trial of Wildflower seed planting to take place on The Elms. Parish Manager to notify neighbours before any works commence and confirm removal of child's seat	
124	1050b 050919	Bowls Green	Meeting offered with contractor to Bowls Group	
125	1051a 050919	Allotments	Walkers Flats to be notified that limited bee keeping could be allowed, in line with permission in place at Thornborough Road (prior to transfer to parish).	
126	1051a 050919	Allotments	Both groups should be instructed to add new clause to stipulate tenants must not grow controlled substances	
127	1051b 050919	Open Spaces	Site meeting with LCC to consider locations for benches at Hall Lane, Thornborough Road, and Leiceser Road/St Bernards Road	
128	1051f 050919	Asset Transfer	Recommend to Council that District Council offer of car park (Swannymote Road + others) be refused	
129	1051g 050919	Open Spaces	Obtain quotations for simple fencing at Gracedieu Road (Car Hill Rock) to reduce run-off accident risk	
130	1051h 050919	Community	Invite local children to be involved in future flower planting;	
131	1053a 050919	Whitwick Park	Accept quotation from Secure a Field for bespoke work to extend kissing gates to give disabled access;	
132	1053a 050919	Whitwick Park	Contact JR Powneys at Coalville to seek a quote to repair the front entrance gates and other railing panels	
133	1053c 050919	Whitwick Park	Approve request for scattering of cremated remains from a family of former Bowls Club member	
134	1053e 050919	Policy	Parish Manager to draft a policy outlining process for requests for scattering of cremated remains on parish land	
135	1053h 050919	Whitwick Park	Site meeting with police and neighbour to discuss ASB problems and criminal damage by park visitors. NB Cancelled by neighbour but solutions agreed by phone.	
136				
137				