



Website: www.whitwickpc.org.uk

1 November 2018

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

(Cllrs Barker, Howe, Moulton and Woodward)

(copied to all parish councillors for information)

Dear Councillor

I hereby summon you to attend a Meeting of the **Property Management and General Purposes Committee** to be held at **10.00 am on Thursday, 8 November 2018** at **Park Hall, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

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.

NB Members are invited to meet at the Pavilion prior to the meeting (at 9.30 am) for a brief demonstration of repaired equipment.

AGENDA

773. APOLOGIES FOR ABSENCE

774. 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).

775. PUBLIC QUESTION AND ANSWER SESSION

776. MINUTES

To approve the minutes of the previous meeting held on 13 September 2018 (copy previously circulated).

777. REVIEW OF WHITWICK PARK MANAGEMENT

Following the adoption of the measures in the Discussion Paper (circulated in September 2017), members to review any recent incidents as reported by staff, NWLDC or members of the public and explore potential solutions.

Members' instructions are requested.

778. BUILDINGS MANAGEMENT

Members to consider:

PARK HALL:

- a) review of building repairs and maintenance issues;
- b) review of external areas;
- c) members to note credit has been received for the 20 chairs (delivered in error);
- d) members to consider booking arrangements for long term hirers and whether slots should be reserved indefinitely on an open ended basis;
- e) members to review the heating operations and control systems;
- f) members to consider deep clean provision or review weekly cleaning times;
- g) update on action taken and outstanding items from the H&S review visit and the action points detailed for Park Hall/Community Office;

COMMUNITY OFFICE:

- h) no matters to report but additional locked filing storage may be required;

PAVILION/TOILETS, OUTBUILDINGS and OTHER BUILDINGS:

- i) review of building repairs and maintenance issues;
- j) members to note improvements have been noted since regular use of heating at the Railway Station;

OTHER MATTERS FOR FUTURE AGENDA

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

Members' instructions are requested.

779. LAND MATTERS – KING GEORGES FIELD

Members to consider:

WHITWICK PARK

- a) update by Parish Manager on boundary issue(s) with neighbours – replacement of holly hedge problem by resident at North Street; confirmation of removal of overhanging willow tree and dead ash trunk at a cost of £360;
- b) to note the repairs to the worn out safety surfacing under two items of play equipment have been completed and may be eligible for retrospective S106 application;
- c) to discuss the replacement water tank and irrigation system repairs as demonstrated prior to the meeting by the District Council. Once confirmed the financial contribution from the Bowls Club is to be requested;
- d) to note revised quotations are now accepted for access pathway to the tennis courts (reduced to £380), the fencing improvements (£4,700), work to shrubs and cutting back of trees (£1280) and new fence behind the damaged holly hedge at the entrance and installation dates awaited;
- e) to note the textile bank for the Air Ambulance Service was delivered and sited in accordance with the agreed location;

PARSONWOOD HILL (part)

- a) members to confirm outcome of site meeting regarding request by Western Power Distribution to upgrade/extend underground electric cables at Parsonwood Hill Recreation Ground to meet higher demand for supply
- b) to review fencing and access at Parsonwood Hill Recreation Ground after reports of antisocial behaviour (information previously circulated);

780. LAND MATTERS – OTHER LAND

Members to consider:

ALLOTMENTS

- a) indicative income notified by Walkers Flats Allotments for the renewals made this year;
- b) annual grants to be paid to both self-management groups after receipt of rental income due in October;
- c) request by Walkers Flats Allotments for small incinerators to be placed at agreed locations (away from housing) for infrequent periodic burning of allotment waste;
- d) update by any Link Councillors who represent the parish on the management committees for Thornborough Road and Walkers Flats Allotments;

BYELAWS

- e) information from NWLDC regarding creation of parish byelaws for protection of open spaces (information to follow if received);

RECREATION/OPEN SPACES

- f) date for commencement of overdue tree inspections by NWLDC has been requested and provisional date that report will be received;
- g) update by Parish Manager on boundary issue regarding tree(s) after a concern raised by neighbouring resident;
- h) to note that transfer of Covenant on former parish land has been signed and sealed and returned to the solicitor but a concern raised by neighbouring resident;
- i) members to be updated on request(s) from resident for purchase of small piece of land to extend gardens, with quotation awaited on valuation charge;
- j) update on rectification of displaying missing signage on some sites to identify parish ownership is underway;
- k) Parish Manager to report on information received regarding child's accident at Hermitage/Green Lane Park;
- l) potential promotion of parish sports facilities by NWLDC (tennis in February/bowls for new season)
- m) any other grounds maintenance matters undertaken by NWLDC Grounds Maintenance Team;
- n) any new grounds maintenance matters to be undertaken by JR Landscaping & Property Maintenance (after 01/04/19);
- o) progress update by the Parish Manager on land matters previously agreed for action;

OTHER MATTERS FOR FUTURE AGENDA

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

Members' instructions are requested.

Date of next meeting: 10.00 am on Thursday 10 January 2019 at Park Hall