

Minutes of the **FACILITIES COMMITTEE** held on **Monday 9th November 2015 at 7.00pm** in the **Pump Rooms, off Teme Street**, Tenbury Wells.

PRESENT: Cllr Janet Fielder, Cllr E. Hudson, Cllr D. Ingram, Cllr David Patrick, Cllr Sue Perry, Cllr Mark Willis (Mayor)

APOLOGIES: Cllr M. Drummond, Cllr Alan Eachus, Cllr Coral Rogers

IN ATTENDANCE: The Groundsman, Town Clerk

4.1 Apologies. To consider the acceptance of apologies for absence from Councillors

Apologies had been received from Councillors Drummond, Eachus and Rogers

RESOLVED that apologies be accepted.

4.2 Declarations of Interest.

None

4.3 To approve as a true and accurate record the resolutions and Minutes of the Facilities Committee meeting held on 21st September 2015.

The Minutes of the meeting held on 21st September 2015 were approved and signed by the Chairman as a true and correct record of proceedings.

4.4 To receive reports from lead councillors for the following areas

4.4.1 The Burgage – Cllr Fielder

Cllr Fielder reported that she felt some maintenance was required on the oak tree by the Pagoda. Branch reduction was needed as the tree was resting on the roof and winds this winter could result in the roof shingles becoming broken and dislodged. The Clerk would have this looked at by the tree surgeon.

Cllr Patrick requested that the 2010 master plan for the Burgage be reviewed to ensure that sufficient space would be allowed for events held on the Burgage. It was felt that this plan should be reviewed and updated so that it reflected current needs.

4.4.2 Palmers Meadow – Cllr Ingram & Cllr Rogers & Cllr Patrick

It was noted that the Groundsman had cut back and tidied area around the car park following the previous meeting. The area was still somewhat untidy in layout but it was felt that this would be best tackled when the HRC site was removed and the car park spaces reinstated.

Members discussed whether the fencing bordering footpath to Rhyse Lane to the far end of Palmers should be removed or replaced. In light of the dog fouling campaign it was suggested this might need to be kept. The Mayor would cover this in item 4.4.5.

4.4.3 Regal & Pump Rooms – Cllr Perry & Cllr Hudson

There were no changes to report other than the planning applications for the Regal discussed at Full Council. The Clerk reported that she had started the second application on the Planning Portal but needed further information from the architect to complete this submission. A response from the National Trust regarding discussions on the Pump Rooms was still awaited.

4.4.4 Cemetery, Street Lighting & Public Domain - Cllr Drummond

Cllr Drummond reported that the cemetery was inspected on Friday 7th November, it was in good tidy order, and in view of the time of year was surprisingly leaf free. There was still a pile of grass cuttings in the corner but they were not unsightly. There was a fair amount of moss in the grass, but in view of what the land is used for, hardly a problem.

With regard to street lighting, when driving through Tenbury in lighting up time, all looks fine.

With regards to public domain, there seems to be an increase in throwing dog fouling bags on the path between Berrington Gardens and Bromyard Road. Cllr Drummond said she was disposing of it herself in the appropriate bins.

4.4.5 Events & Community Support – The Mayor

The Mayor reported a very successful Applefest. October 1st 2016 was the date set for next year. Christmas Lights Switch On – Friday 20th November

Mistletoe Festival – Saturday 5th November, Christmas Fayre at St Mary's and Santa Parade
The Chamber of Trade were still planning a new website and making renewed efforts to involve all businesses in the local area.

Dog Fouling – further complaints had been received only that day regarding fouling on Palmers Meadow. A complete ban on dogs in a public space would need a Public Space Protection Order to be created by Malvern Hills. MHDC had put up CCTV signs around the town and a camera had been installed to monitor one of the areas identified. This would be checked by Malvern Hills after one week. There had been a suggestion to lock off Palmers Meadow after the hours of darkness Palmers is not a designated sport area. There would be likely backlash from dog owners Fencing requirements to be assessed to look at the cost of installing a fence all around Palmers. The Mayor was mandated to research this further.

4.5 Groundsman's Report

The Groundsman said that the Compost area and shrub beds will be worked on in coming week. Broken bottles were becoming an issue and this was to be reported to the police.

4.6 To be updated on the state of the Burgage following the Bonfire on 7th November.

Cllr Fielder reported that she had walked the Burgage post bonfire. It is quite waterlogged in parts and there is a small amount of singeing by the re-turfed areas. The turf needed rolling. The cut out area was a lot larger than previous years. Cllr Fielder felt that more care had been taken to reinstate and leave a tidy site, than ever before. Only time over the winter will establish any serious damage.

4.7 To review Actuals v. Budget to end September 2015

Having reviewed the position to date Members agreed it remained on target. (Appendix A)
RESOLVED that the budget position be accepted.

4.8 To consider charges for use of Council Facilities in 2016/17

Members reviewed charges and noted that many had not been raised over the last 5 years. It was felt that the room hire cost for weddings at the Pump Rooms should be increased. An increase from £50 to £65 was proposed.

Members felt that the split hire costs for ordinary Pump Room bookings should be revised with the cost fixed at £10 per hour. A discount could be offered for block bookings and long term customers. This to be reviewed by the Clerk to determine the scale of discount which might be necessary.

Members also felt that the cost for use of Palmers Meadow car park during the May Fair should be increased from £735 to £850. All other charges to remain unchanged.

RESOLVED to recommend the increased charges to Finance for 2016/17.

Copy of proposed charges attached.

4.9 To consider the request from TRFC to reposition flood lights on Palmers Meadow and install new lighting columns

Members considered the planned layout and details of the flood lights supplied by the Rugby Club and there was general agreement that the re-positioning of the lights with the new proposed columns should be allowed to proceed. Some questions were raised re the need to position one light into the field rather than in line with the others. There was no explanation as to why this was required and some members felt it would look odd to have one single light situated half way across the field. The Mayor agreed to speak with the rugby club about this to clarify their reasons for wishing to site the light in this way.

RESOLVED that permission to reposition the rugby club flood lights be granted pending discussion of the position of one light.

4.10 To consider items for inclusion in the 2016/17 Budget and agree the Facilities budget to be put forward for consideration by the Finance Committee on 30th November 2015

Members considered the proposed budget and there was some discussion as to the reserve provision in some areas. It was suggested by the Chairman that the £4K earmarked toward car park resurfacing be reduced to £2K in order to reduce the precept. The Mayor was concerned that this would deplete Facilities resources when the precept increase was being driven by the need to provide staff pensions which was not in the control of this committee. Cllr Hudson suggested that

given the discussion on fencing of Palmers it would be better to keep this £2K in the budget to cover new fencing which would be required.

RESOLVED that the car park reserve be reduced to £2K and £2K be allocated toward fencing on Palmers for proposal to the Finance Committee.

4.11 To consider future arrangements for parking on Palmers Meadow during events

With the increasing visitor numbers to Applefest members were asked to consider the option to use Palmers Meadow for overflow parking. Applefest was now fixed as being held on the first Saturday in October which could potentially clash with sports fixtures. The licenses for use of Palmers did allow for other events to be held provided clubs were given sufficient notice. It was proposed that the Applefest should be given priority on the first Saturday in October and that the sports clubs should be asked to avoid arranging home fixtures on this date.

RESOLVED that this Council would give Applefest priority use of Palmers Meadow on the first Saturday in October and that sports clubs would therefore be asked to avoid arranging home fixtures on this date.

4.12 To consider a request from the Environment Agency for replacement of steps to the river by the EA Gauge Station on the Burgage.

Plans had been received and circulated for work which the EA needed to carry out on the steps leading down to the river by its gauge station in order to meet HSE requirements. There were no objections.

RESOLVED that the EA be permitted to carry out the requested works on the Burgage.

4.13 To be updated on ideas for re-planning of the car park once the HRC site is removed.

This item was deferred to the next meeting as no proposals had yet been received.

4.14 Correspondence for Information

Various emails had been received from residents complaining about the on-going problem of dog fouling. The Clerk had responded with updates on the measures currently being taken to tackle the problem.

4.15 Councillors' reports and items for future agenda

Update on projects in town council projects re. funding streams etc.

Cllr Patrick felt the Burgage master plan dating back to 2010 should be revisited and updated

4.16 Exclusion of the Press and Public.

RESOLVED to exclude the press and public from the meeting during consideration of the following items of business because it is likely that in view of the nature of the business to be transacted, there would be disclosure of exempt information, as defined in Section 100(I) of the Local Government Act 1972:-

4.17 To consider quotations received for Mowing of Burgage & Palmers Meadow in 2016/17

Members considered quotations from two local contractors. Three contractors had been asked to quote but only two had replied. The most competitive price had been submitted by MTM Contracting Ltd who had carried out mowing services in 2015/16.

RESOLVED that 1 year contract for 2016/17 be awarded to MTM Contracting Ltd.

Meeting Closed at 8:28 pm

Signed

Dated