

TENBURY TOWN COUNCIL 2017/18 – FC02

Minutes of the **FACILITIES COMMITTEE** held on **MONDAY 17TH JULY 2017 at 7.00pm** in the **Pump Rooms, off Teme Street, Tenbury Wells.**

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PRESENT: Cllrs. D. Ingram, J. Fielder, E. Hudson, D. Patrick [Chair], S. Perry, C. Rogers, E. Weston and M. Willis.

IN ATTENDANCE: Mrs L. Bruton (Town Clerk) and Miss S. Blackhurst (Assistant to the Town Clerk).

2.1 APOLOGIES FOR ABSENCE

The Members of the Committee received apologies for absence from Cllr. M. Drummond.

2.2 DECLARATIONS OF INTEREST

In relation to item **2.16 RIVERSIDE WALK**, Cllr. Fielder declared a pecuniary interest stating that her son worked for one of the companies involved in providing a quotation for work on the trees on the Riverside Walk.

In relation to item **2.4 CHANGING ROOMS**, Cllr. Ingram declared a non-pecuniary interest stating that he has been working very closely with the football clubs and the swimming pool on development of the Changing Room plans.

2.3 PUBLIC PARTICIPATION

None

2.4 CHANGING ROOMS

The Committee received a presentation from Mr Mark Benbow a representative of Tenbury United Football Club, on proposed plans for improving the changing room facilities not only for the current teams, but also for future generations to come.

Mr Benbow explained that the plans were based on a joint venture between the football club and Tenbury Community Pool Ltd. and if successful will provide much required changing facilities for both parties.

The senior and junior football clubs have newly merged giving them a total of 8 youth age groups with over 150 children, 10 fully qualified volunteer coaches and 1 senior team involving 25 players.

The current facilities are extremely poor with no changing or toilet facilities for the youth teams or their parents. There are no toilet facilities for visiting teams and very poor referee changing facilities. The youth teams have to change in cars before and after games. Following matches the club is unable to offer refreshments to the visiting teams, parents and supporters.

Currently the swimming pool cannot accommodate school children and public at the same time in their changing facilities. A new purpose built extension with access to the pool would address this and would be a solution for all parties.

Mr Benbow stated that the proposed project will hopefully be delivered in two phases. Tenbury Community Pool Ltd. would be seeking planning permission for the build and both parties will be applying for funding from Sport England and the Football Association. Tenbury Community Pool Ltd. has also approached Sports UK.

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Phase one would involve extending the reception area on the south west side of the building, refurbishing the old reception area to create three family changing rooms, refurbishing the ladies and gents changing rooms and extending the gymnasium.

Phase 2 would be the new build to accommodate home and away changing rooms, referee changing rooms, wet side access to pool hall, a new emergency exit from the pool hall to outside and a function room.

Mr Benbow explained that for the plans to go ahead it would require support from the Town Council to approve extending the area of land currently leased by Tenbury Community Pool on Palmer's Meadow and the addition of two car parking spaces from the car park.

The Chair, Cllr. Patrick thanked Mr Benbow for his presentation and asked Members to consider the proposal to lease the additional area of land, which would allow the parties to move ahead with their plans.

Cllr. Patrick proposed and Cllr. Rogers seconded.

RESOLVED: (7 For, 1 Abstention)

(i) To agree in principle to the request from Tenbury Community Pool Ltd. to lease additional land on Palmers Meadow and the car park.

(ii) To make a recommendation to Full Council for consideration.

2.5 MINUTES

It was proposed by Cllr. Perry, seconded by Cllr. Rogers and unanimously

RESOLVED:

The minutes of the Facilities Committee meeting held on the 18th May 2017 were agreed as a true and accurate account of the meeting. The minutes were duly signed by the Chair as a true and correct record of the proceedings.

2.6 TO RECEIVE REPORTS FROM LEAD COUNCILLORS FOR THE FOLLOWING AREAS

2.6.1 The Burgage – Cllr Fielder

Cllr Fielder stated that work is currently in progress taking the shrubs from the planters in the park, to put in the Civic Garden. The planters will then be replanted for the remainder of the summer.

Cllr. Ingram asked what was happening with regard the remedial works that Western Power were supposed to be carrying out following the work done for Tesco.

The Town Clerk stated that Western Power had undertaken the groundwork but had not returned to reseed the area. The Town Clerk agreed to contact Western Power with regard to finishing the area.

2.6.2 The Civic Gardens – Cllr. Rogers

Cllr. Rogers stated that the Civic Gardens were looking good and were currently being tidied up and replanted. Cllr. Fielder and the Groundsman were thanked for their hard work in improving the garden.

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Cllr. Patrick stated that some members of the U3A group were keen to take on the maintenance of the Civic Garden on a voluntary basis.

2.6.3 Palmers Meadow and Skate Park - Cllr. Ingram

Cllr. Ingram reported that Palmer's Meadow was looking good although there was still a problem with people letting their dogs off the lead. The Lawnmower Racing organisers have been back to tidy up after their event. The overflow car park is still looking in a poor condition and a part of the rope fence has fallen over.

Cllr. Ingram took a walk through the wooded area to check the situation regarding the rope swings. The original swing that Cllr. Ingram reported has been removed, however a new one has now replaced it.

The Town Clerk will speak to the Groundsman to have it removed. The Town Clerk also advised that it may be beneficial to consider joining the Local Council Advisory Service who can advise on minimising risk.

Cllr. Ingram also reported that the pitches have been marked out now and that the football pitch has been moved two foot closer to the Skate Park, which was not an issue.

2.6.4 Regal and Pump Rooms – Cllr Hudson

Cllr. Hudson began with the Pump Rooms. Cllr. Hudson stated that the quinquennial report on the Pump Rooms needs to be done, however the budget included in this estimates would probably not be sufficient. Cllr. Hudson recommended an inspection is carried out next. In the meantime, Cllr. Hudson stated that he and the Town Clerk had performed a walk around inspection with regards maintenance required. With available funds being low and existing quotes for maintenance being high it would be prudent to break the maintenance into smaller areas and to prioritise these. Works to be considered are cleaning down of the metal work, obtaining quotes for treating and painting the timbers only, small areas of brickwork and rendering to be undertaken by the Groundsman and internal painting to the offices and toilet areas only. The replacement of the gas boiler will also need to be considered in the near future.

Cllr. Hudson stated with regards The Regal the Trust had recently held its AGM. Quotes had been received to replace the foyer flooring with the contract being awarded to Decorus (Richard Blakeman). Mr Blakeman will be meeting with The Regal management to schedule a date for the work hopefully in August.

2.6.5 Cemetery, Street Lighting & Public Domain – Cllr Drummond

The Town Clerk stated that Cllr. Pollock had sent notification that Reverend M. Inglis had made a request for a Church noticeboard in Teme Street. Cllr. Pollock has asked for the Town Council's views on this. Cllr. Perry suggested that the church use the notice board at the bridge opposite the Burgage gate.

2.6.6 Events and Community Support – Cllr Willis

Cllr. Willis stated that upcoming town events included the Tenbury Show on 5th August 2017 and Applefest on 7th October 2017. Cllr. Willis stated that the Mistletoe Festival would go ahead with Mrs Diann Dowell organising the event. The event would fall on 2nd December 2017 and will be the same day as the Santa Parade.

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Cllr. Willis took the opportunity to note that the Twinning event with visitors from Pont du Casse visiting Tenbury had been very successful.

2.7 FACILITIES OVERVIEW GROUP

The Town Council members discussed forming a Facilities Committee Overview Group. The role of the group would be to consider the Council's priorities with regard to improving and developing its assets. Five Members volunteered to sit on the group Cllr. Willis, Cllr. Patrick, Cllr. Hudson, C. Rogers and Cllr. Perry. The Town Clerk agreed to email the group members regarding a date and time for the first meeting.

RESOLVED:

To approve the formation and appointment of Members to a Facilities Overview Group to consider the Council's priorities with regard to improving and developing its assets.

2.8 BOOKING FORM AND TERMS AND CONDITIONS

The Town Clerk stated that the Internal Auditor had recommended that the Council had a booking form and terms and conditions for the hire of the Pump Rooms. The Clerk highlighted the importance of ensuring hirers have appropriate Public Liability Insurance. Members discussed the booking form and conditions that the Clerk had produced and unanimously

RESOLVED:

To approve the booking form and terms and conditions for the hire of The Pump Rooms

2.9 RIVERSIDE WALK

The Town Clerk stated that she had been in contact with Tesco with regard to the painting of the Riverside Walk railings. Tesco had confirmed that this improvement to the railings had not been included in the planning permission and unfortunately they were unable to assist further. Tesco however suggested that the Town Council consider applying for grant funding through the Bags of Help scheme, which redistributes customers' 5p bag money to community groups. The Clerk stated that the Town Council would be eligible to apply.

The Town Clerk also stated that there had been no further information with regards the height of the railings and its impact on the planning application decision.

2.10 PALMERS MEADOW AND THE BURGAGE

The Town Clerk stated that there have been three requests to use Palmers Meadow and the Burgage for events in 2018.

- Music Festival - 23rd June 2018
- Party in the Park - 24th June 2018
- Applefest - 6th October 2018

The Town Clerk stated that the Music Festival and the Party in the Park coincided next year as the Music Festival use Palmer's Meadow for camping. Following discussion it was agreed that the Music Festival should be given a map detailing the area that should be used for camping.

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Cllr. Rogers proposed, Cllr. Willis seconded and unanimously.

RESOLVED:

To approve the use of Palmer's Meadow and the Burgage for the following events in 2018

- **Music Festival – 23rd June 2018**
- **Party in the Park – 24th June 2018**
- **Applefest – 6th October 2018**

The Town Clerk stated that she had received a request from a member of the public who was requesting permission from the Town Council to permanently hold a key for Palmer's Meadow to use for launching his hot air balloon. The request stated that it was unpractical to notify the Council each time he wanted to launch as there was often no, or very short notice time dependent on the weather. Following discussion the Members agreed to refuse the request as it was felt not appropriate for a member of the public to hold a key and the use may coincide with other hirers.

Cllr. Rogers proposed, Cllr. Fielder seconded and unanimously

RESOLVED:

To refuse the request for gate key access to Palmers Members by a member of the public

2.11 THE PUMP ROOMS

The Town Clerk stated that she had received a request from the Royal British Legion to use the Pump Rooms for a First World War exhibition, running from 29th October 2018 until 12th November 2018.

Following discussion the Members, although felt it was an important event, were considered that the exclusive use of the room for two weeks would be unfair to the groups who were regular users and also to anyone who would wish to hire the venue for their wedding during this period. The Town Clerk was requested to speak with the regular groups to ask whether they would be amenable to allowing the Royal British Legion the exclusive use of the hall. The Members agreed to defer a decision until the regular groups had been contacted.

Cllr. Patrick proposed, Cllr. Ingram seconded and unanimously

RESOLVED:

The Facilities Committee agreed to defer the decision on the use of the Pump Rooms by the Royal British Legion during the period 29th October 2018 to 12th November 2018 until the views of the regular groups had been attained.

Cllr. Weston left room for the remainder of the meeting.

2.12 RISK ASSESSMENT

The Committee reviewed the Risk Assessment Register for the Council's facilities and assets.

The Town Clerk reported that;-

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- There should be an electrical check on the Football changing rooms prior to the new season.
- 4 emergency lights may need replacing in the Pump Rooms.
- A gas leak had been found at the gas meter, which was remedied when the new meter was installed by the gas supplier.

It was agreed that bi-monthly checks should be put into place and recorded. Cllr. Ingram suggested that checklists be drawn up for each area and completed by the designated Councillor for that area.

Members recommended that regular checks at The Regal could be undertaken by the Operations Manager.

The Town Clerk stated that there has been less evidence of drinking in the children's playground, Burgage and Palmer's Meadow. The Grounds men are continuing to monitor the situation with any incidents being reported to the police.

The Committee discussed joining LCAS, the Local Council Advisory Scheme. The annual subscription fee is £95. This service gives advice on operational risk management and health safety issues.

Cllr. Patrick proposed, Cllr. Willis seconded and unanimously

RESOLVED:

To approve the Town Council join as members of the Local Council Advisory Service and the annual subscription of £95.

2.13 CEST AND FLOOD FORUM

Cllr. Willis explained that Town Councillors have no legal obligation to assist in the event of an emergency however CEST aims to lead available Councillors to best assist the emergency departments. CEST calls for a co-ordinator and two councillors to cover the area, also to identify designated rendezvous points for the emergency services. The roles themselves were not designated as this would depend on which councillors were available at the time.

Cllr. Hudson asked if the Town Clerk could call an emergency meeting in the event of any disaster.

Cllr. Willis stated that the flood action group could take responsibility for an action plan led by the National Flood Forum input. The Environment Agency will not look at assisting with any flood defence possibilities unless the Flood Action Group can show that it's wanted by the community. The National Flood Forum is holding a meeting to be held on 6th September 2017 with regard to a flood action group.

Cllr. Willis stated that although CEST still technically exists however no meetings have been held. Cllr. Ingram suggested that he could review the previous CEST documents and plan and to update these into an emergency plan document. Members felt this was an appropriate way forward.

Cllr. Patrick proposed, Cllr. Perry seconded and unanimously

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RESOLVED:

That Cllr. Ingram to review the existing CEST documents and develop an emergency plan in its place.

The first meeting with regard to forming a flood action group to be held on 6th September 2017 at 6pm was noted.

2.14 WINDOW CLEANING

The Town Clerk stated that she had received a quote for cleaning the bus shelter and the windows at the Pump Rooms. The Committee agreed to accept the quotation and appoint the new window cleaner.

Cllr. Perry proposed, Cllr. Rogers seconded and unanimously

RESOLVED:

To accept the quotation and appoint a new window cleaner for the bus shelter and The Pump Rooms from August.

2.15 EXCLUSION OF PRESS AND PUBLIC

RESOLVED;

To exclude the Press and Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960:-

2.16 RIVERSIDE WALK

Cllr. Fielder left the room due to her declared pecuniary interest in the following agenda item.

The Town Clerk presented her report to Committee with regard to quotations received to crown lift the trees at the entrance to the Riverside Walk. The required work was discussed and it was agreed that the appropriate lift of the trees would be 5.5 metres. It was noted that the trees are in a conservation area and an application for approval of the works would need to be submitted to Malvern Hills District Council. In addition, an application for a footpath closure would be required.

Cllr. Patrick proposed and Cllr. Ingram seconded and unanimously

RESOLVED:

(i) To award the contract to Steve Wheeler Tree Maintenance, subject to confirmation of the height of the lift being 5.5metres and the application to Malvern Hills District Council being approved.

(ii) To agree for an application for a footpath closure following approval for the works.

2.17 RE-ADMISSION OF PRESS AND PUBLIC

There being no further confidential business the press and public were re admitted for the remainder of the meeting.

Cllr. Fielder returned to the room for the remainder of the meeting.

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2.18 CORRESPONDENCE FOR INFORMATION

None

2.19 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

None

2.20 DATE OF NEXT MEETING

Monday 18th September 2017 at 7:00pm

Meeting Closed at 9.15 pm

Signed

Dated