

TENBURY TOWN COUNCIL 2017/18 – FC01

Minutes of the **FACILITIES COMMITTEE** held on **THURSDAY 18TH MAY 2017 at 6.00pm** in the **Pump Rooms, off Teme Street, Tenbury Wells.**

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PRESENT: Cllrs. M Drummond, D. Ingram, J. Fielder, E. Hudson, D. Patrick, S. Perry and C. Rogers.

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

1.1 ELECTION OF CHAIR

Cllr Patrick was nominated as Chair by Cllr Perry, seconded by Cllr Drummond and unanimously

RESOLVED:

Cllr Patrick to serve as Chair of the Facilities Committee for 2017/18.

1.2 ELECTION OF VICE CHAIR

Cllr. Willis was nominated as Vice Chair by Cllr. Drummond, seconded by Cllr. Rogers and unanimously

RESOLVED:

Cllr. M. Willis to serve as Vice Chair of the Facilities Committee for 2017/18.

1.3 APOLOGIES FOR ABSENCE

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

1.4 DECLARATIONS OF INTEREST

None

1.5 PUBLIC PARTICIPATION

None

1.6 THE REGAL TRUST

Jane Allen had not yet arrived, so agenda item 1.6 was deferred until later in the meeting.

1.7 MINUTES

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

RESOLVED:

The minutes of the Facilities Committee meeting held on the 13th March 2017 were confirmed 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.

TENBURY TOWN COUNCIL 2017/18 – FC01

1.8 TO RECEIVE REPORTS FROM LEAD COUNCILLORS FOR THE FOLLOWING AREAS

1.8.1 The Burgage – Cllr Fielder

Cllr Fielder stated that she had walked around the Burgage and noticed that the reseeding had not yet been done by Western Power. The Clerk stated that the seeding had been postponed until after the Car Boot sales. Western Power would be supplying the seed, but it has not been delivered as yet. Cllr. Fielder asked also noticed that no grass seed had been sown where the Groundsman had started digging out the plastic matting. The Clerk stated the Groundsman had been asked and that she would follow this up with him.

Cllr. Fielder also reported that there is a Fir tree along the Riverside walk that has a number of dead branches and requires attention.

1.8.2 Palmers Meadow - Cllr Ingram

Cllr. Ingram reported that rope swings have been made in the trees and that this needs addressing in case of any potential accidents. The Town Clerk stated that she would speak to the Scout Group and request the Groundsman to remove the ropes swings. The Town Clerk stated that she would contact the Council's insurers for advice on appropriate signage.

Cllr. Ingram also reported that youths have been climbing on the roof of the shelter at the skate park and also on the containers on Palmers Meadow. The Town Clerk was requested to speak to the High School and contact the Council's insurers for advice on suitable signage.

Cllr. Ingram stated that on inspection of the Rugby and Junior Football fields, when the pitches were marked out the lines a product had been used that has burnt the grass. The grass will not grow back for some time. The Town Clerk to speak to the Rugby and Football clubs with regard to how the pitches are to be marked out in the future. Cllr. Patrick requested the Clerk to ascertain if the containers could be painted in a more neutral colour.

1.6.3 Regal and Pump Rooms – Cllr Hudson

Cllr. Hudson stated that with regards to maintenance on the Pump Rooms that it would be beneficial to employ the services of an expert in surveying similar type buildings to carry out an inspection and provide a report with a schedule of work. The Town Clerk stated that a budget had been included in this year's estimates for appointing a surveyor. The Town Clerk will seek guidance from the Conservation Officer as to possible suitable surveyors.

Cllr. Patrick raised concern regarding the overhead lighting in the Town Clerks office. The light in this room is very poor and requires updating.

The Town Clerk was asked to obtain a quote from G. E. Brights to replace the existing lighting with a more suitable alternative.

1.6.4 Cemetery, Street Lighting & Public Domain – Cllr Drummond

Cllr Drummond stated that the Cemetery was looking tidy and that the public domain, in particular the newly completed public realm works in Teme Street looked excellent.

TENBURY TOWN COUNCIL 2017/18 – FC01

1.6.5 Events and Community Support – Cllr Willis

The Chair, Cllr. patrick stated that the Lawn Mowing Racing would be held on Sunday 21st May on Palmers Meadow, followed by the Music Festival on June 17th on the Burgage and Party in the Park on 25th June on Palmers Meadow.

1.7 TO CONFIRM MEMBERS APPOINTED AS LEAD COUNCILLORS FOR THE ABOVE AREAS IN THE COMING YEAR

Cllr. Ingram suggested that the Civic Garden, including the Tennis Courts, Bowling Green and Pavilion be appointed a lead Councillor and the Committee were in agreement.

It was agreed that Members would be responsible for areas as follows:-

The Burgage - Cllr Fielder
Palmers Meadow –Cllr Ingram
Regal & Pump Rooms – Cllr Hudson
Cemetery, Street Lighting and Public Domain – Cllr Drummond
Events & Community Support – Mayor, Cllr. Willis
Civic Garden, Tennis Court, Bowling Green and Pavilion – Cllr. Rogers

Proposed by Cllr. Ingram, seconded by Cllr. Fielder and unanimously

RESOLVED:

The Committee confirmed the Lead Councillors for reports for the year 2017/18 to be

**The Burgage - Cllr Fielder
Palmers Meadow –Cllr Ingram
Regal & Pump Rooms – Cllr Hudson
Cemetery, Street Lighting and Public Domain – Cllr Drummond
Events & Community Support – Mayor, Cllr. Willis
Civic Garden, Tennis Court, Bowling Green and Pavilion – Cllr. Rogers**

1.8 ANNUAL RoSPA INSPECTION REPORTS

The Town Clerk presented the Committee with the annual RoSPA reports for the play areas and skate park. The Committee noted the reports and considered action to be taken. The reports highlighted the areas for repair and improvement. It was noted number of the areas are currently being addressed.

The contractor is investigating ways to extend the life of the timbers that are in the ground, including sleeving the wood in a poly pipe to protect it from rotting.

The Town Clerk stated that additional funds had been built into the budget and included in a reserve for repairs.

1.9 THE BURGAGE

The Town Clerk reported that a 'sink hole' had appeared on the Burgage footpath that required an emergency works. It was a significant trip hazard and the Clerk had instructed for the works to be carried out. An invoice had not yet been received but is estimated the works will cost in the region of £400.00.

RESOLVED:

The Committee agreed the emergency works carried out on The Burgage footpath.

1.10 RIVERSIDE WALK

The Town Clerk reported that she had met with a tree specialist in regards to the removal of the trees at the entrance to the Riverwalk. This is a conservation area and as such, any work carried out on the trees will require an application and approval from Malvern Hills District Council. The tree specialist stated that removing the trees would be a complicated operation as it would be impossible to get any machinery to the site, so all work would need to be carried out manually. The area would need to be closed off for at least one week and would cost in the region of £4,000.00. He suggested that it would be sufficient to lift the branches, which would allow more light onto the path below and reducing the problem caused by birds in the trees. This option would be significantly cheaper.

Following discussion, the Committee agreed that the Town Clerk should obtain quotes for lifting the branches and submit an application to Malvern Hills District Council for permission.

Cllr. Patrick proposed, Cllr. Rogers seconded and unanimously

RESOLVED:

The Facilities Committee agreed to obtain quotations for works to lift the trees at the entrance of the Riverwalk and for an application to be submitted to Malvern Hills District Council for permission to carry out the works.

The Committee also discussed the requirement of additional bins along the Riverwalk. The Town Clerk reported that she had received a quote to purchase bins at £398.00 each plus delivery. The Clerk was requested to discuss this with Tesco to establish if one of the store bins could be relocated or to purchase a bin on behalf of the Town Council. A decision was deferred until a response had been received from Tesco.

The condition of the railings along the Riverwalk was also discussed and that Tesco had mentioned at the opening they would consider arranging for the railings to be repainted. The Town Clerk was asked to contact Tesco's regarding this.

Cllr. Hudson left the meeting 6:55 pm.

1.11 PALMERS MEADOW

The Town Clerk stated that she had been contacted by Mr David Bareford who had requested permission to use Palmers Meadow as a launch site for the National Hot Air Balloon Championships to be held from the 14th – 19th August 2017.

Following discussion the Committee agreed the use of Palmers Meadow free of charge for the event.

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

RESOLVED:

The Facilities Committee approved the free use of Palmers Meadow as a launch site for the National Hot Air Championships to be held from 14th – 19th August 2017.

The Town Clerk stated that the recent finding of Nitrous Oxide cartridges, on Palmers Meadow had been reported to the Police who were taking the matter seriously. The Police requested that any further incidents be reported immediately and an Officer would collect the cartridges that had been found.

TENBURY TOWN COUNCIL 2017/18 – FC01

The Town Clerk stated that a meeting had been arranged with Mr Roger Thrilby to sign an agreement for the use of Palmers Meadow for the Lawn Mower Race Event. The Clerk requested the Committee to consider a charge for the use of Palmers Meadow for the event. Following discussion, the Committee agreed that there would be a charge of £120.00.

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

RESOLVED:

The Committee agreed that the charge for the hire of Palmers Meadow for Lawnmower Race Day Event would be £120.00.

The Town Clerk gave an update on the progress of the overflow car park. The contractors had been out to the site and rolled and re-seeded the area. The County Council Project Manager suggested using the car park from mid-June. The Project Manager will carry out an inspection of the site after June to establish whether any further work is required. Cllr. Rogers queried whether the ground works had been carried out correctly. The Clerk explained how the works had been carried out but unfortunately the ground works had not taken as well as expected partly due to the extremely dry weather.

Ms Jane Allen, Vice Chair of the Regal Trustees, joined the meeting 7 10 pm.

1.6 THE REGAL TRUST

Ms Allen began by providing the Committee a report on recent changes at The Regal. She stated that there had been a major personnel change, with a new theatre manager, Adey Ramsel and two support staff. The theatre had therefore been going through a settling in phase.

Ms Allen also stated that they had managed to swell the numbers of volunteer helpers to approximately 50 including a technical team, front of house, box office and a team of registered chaperones to assist when children were involved with any live productions.

The theatre is currently developing the Regal Community Group who will be performing their first full scale community production with Oliver, in July.

The theatre also has a children's theatre group running on Saturdays catering for children from age 5 upwards.

Looking to the future the theatre are looking to continue a varied program of 'what's on' and to provide facilities for small and large groups, making The Regal an attraction to Tenbury Wells.

On a day to day basis, there are a number of maintenance issues affecting the theatre. The drains continue to be a problem. The Town Clerk stated that Severn Trent have examined the drains and the problem is an inherent design fault and a further inspection has been requested, in the meantime Severn Trent advise continuing to rod the drains on a regular basis.

The parquet flooring in the foyer is lifting and needs attention. The Town Clerk advised Ms Allen that a specialist has been arranged to inspect the floor and give advice on the best solution.

Ms Allen stated that the Regal Trust is currently looking at a fundraising campaign for the projects they wish to implement. New changing room facilities for costume changes are required and development of the function suite to make it into a more thriving venue.

TENBURY TOWN COUNCIL 2017/18 – FC01

The Committee suggested to Ms Allen that the theatre could look at improving their ‘what’s on’ advertisement outside of The Regal and promoting their website.

Cllr. Patrick thanked Ms Allen for her presentation and wished the Regal Trust and Theatre continued success.

1.13 RISK ASSESSMENT

The Town Clerk presented a revised Risk Assessment Register for the Council’s facilities and assets. The Committee discussed this and agreed that the Register should be monitored every two months. The Committee asked the Town Clerk to arrange fire checks for the changing rooms when the next inspections were due. It was requested the wording listed building should be removed from the Pavilion.

The Committee agreed that following the suggested change the revised risk register should be presented to the next Full Council meeting for adoption.

1.14 CORRESPONDENCE FOR INFORMATION

The Town Clerk stated that there had been a letter from Malvern Hills District Council stating that £113,000.00 s106 monies had been received from David Wilson, phase 2 Tenbury View. The Town Clerk stated she would contact Malvern Hills District Council with regard to applying for a contribution towards the development of allotments.

1.15 COUNCILLOR’S REPORTS AND ITEMS FOR FUTURE AGENDA

Development of allotments.

Meeting Closed at 7.45 pm

Signed

Dated