

TENBURY TOWN COUNCIL 2013/14 – AM03

Minutes of the meeting of the **AMENITIES COMMITTEE** held on **Monday 11th November 2013 at 7.00 pm in the Pump Rooms, Teme Street, Tenbury Wells.**

PRESENT: Cllr J. Da Costa (Chairman), Cllr D. Ingram (Deputy Chair), Cllr E. Weston, Cllr M. Drummond, Cllr M. Brennan, Mayor Cllr G Price
IN ATTENDANCE: Cllr J. Morgan, Town Clerk

3.1 Apologies. To consider the acceptance of apologies for absence from Councillors
None

3.2 Declarations of Interest
None

3.3 To approve as a true and accurate record the resolutions and Minutes of the Amenities Committee meeting held on 16th September 2013

The Minutes of the previous meeting held on 16th September 2013 were approved and signed by the Chairman as a true and correct record of proceedings

3.4 Premises Reports

- Tennis Courts – Cllr Drummond – Works to repair the broken surface had been carried out ahead of the deep cleaning works. Thanks were due to Cllr Willis and the Groundsman who had helped. Work had not begun on the path – this to be chased up by the Clerk.
- Palmers Meadow – Cllr Da Costa – The frequency of cuts on the pitches had been raised as an issue by the football club. Clerk to follow up and arrange a further cut weather permitting. Football club had also requested permission to replace turf in the goal mouths by cutting turves from the edge of Palmers Meadow.
- Cemetery – Cllr Weston – tidy and in good repair.
- Burgage – Cllr Ingram – In reasonable order. Turves had been replaced after the bonfire and the area looked ok. Environment Agency fencing was now in place around the gauge station to keep the public away from the gauge and the steps down to river level. A dog waste bin near the flood gauge had been vandalised. Clerk to investigate.
- Bowling Green – Cllr Ingram – had been prepared for winter and treated. Has been well looked after this year. Well done to Groundsman.
- Skate Park – Cllr Brennan – Report attached.
- Children's Play Area – Cllr Brennan – Report attached.

3.5 To review Actuals v. Budget to date

Members reviewed their budget to date and agreed it remained on target. (Actual Figures to Nov 2013 shown in relevant column on Appendix B)

RESOLVED that the budget position be accepted.

3.6 To consider the findings of the Tree Survey carried out on trees in the Burgage Palmers Meadow and the Town Council Cemetery.

Members considered the findings of the survey and were pleased to note that much less work was required than had been anticipated. Quotations were included with the survey and as these fell within approved spending limits, meaning that no further tender would be required, it was proposed that they be accepted so the required works might be carried out as soon as possible. One lower priority Category 3 item of work not included in the quotations should also be carried out at the same time. Clerk to confirm cost for this item.

RESOLVED that the all the works identified by the Tree Survey should be carried out in line with the quotations received and that the Category 3 item should also be included in the works.

3.7 To consider the problem of dog mess on Palmers Meadow playing fields

Members of the Rugby Club had raised the issue of dog mess on the playing fields. Members noted that it was quite some time since this issue had been raised in the public consciousness. The Clerk suggested a publicity campaign. She had ordered some free posters and bin stickers from Keep Britain Tidy. Recent campaigns by other councils had used chalk spray both to highlight the dog mess itself and also to stencil reminder messages on paths used by dog owners.

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Suitable stencils were available for less than £10 and temporary chalk spray paint was also less than £10 per can. Banners could also be designed and purchased for display where dog owners entered the playing field to support the campaign

RESOLVED that the Clerk be mandated to purchase stencils, chalk spray and banners to put together a campaign and to issue a press release as the campaign began.

3.8 To consider use of Palmers Meadow car park for the May Fair in 2014 in light of the works due to be carried out in the town in 2014.

Members were concerned that if works on the Tesco store and Public Realm were to commence at the beginning of 2014 there would be such a burden on parking in the town that it would be unacceptable to close the Palmers Meadow car park for this year only. It was difficult to make a final decision on this matter until it was clear when the works would begin.

RESOLVED that the Clerk write to the organisers of the May Fair to explain the situation and give warning that the Fair might not be able to proceed in 2014 dependent on works which were outside of the Council control. The letter to note that the Council would contact the organisers again as soon as further information was available.

3.9 To consider charges for use of Council Facilities in 2014/15

Members considered charges for facilities and felt that no increase should be made.

RESOLVED that it be recommended to the Finance Committee that there be no increase in charges for 2014/15. Proposed charges as per Appendix A.

3.10 To consider items for inclusion in the 2014/15 budget and agree the Amenities budget to be put forward for consideration by the Finance Committee.

Members considered the proposed budgets (Appendix B) The provision of Sink Funds was felt to be necessary to allow for forward management of facilities.

RESOLVED that the proposed Amenities budget for 2014/15 be recommended to the Finance Committee for final consideration.

3.11 To be updated on works to the Tennis Courts

Initial repair works had been carried out and deep cleaning was scheduled for 21st and 22nd November.

3.12 Groundsman’s Report

Groundsman was concerned about the state of the Football Club fencing around the pitch on Palmers Meadow.

RESOLVED that the Football Club be asked to tidy up the fences or to remove them if this was not possible.

3.13 Councillors’ reports and items for future agenda

None

Meeting Closed at 8:07pm

Signed

Dated

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TENBURY TOWN COUNCIL – AMENITIES CHECKLIST

Name of Facility : Skate Park

Inspected by : Martin (Paddy) Brennan

Date : 08/11/2013

General Impression of the Facility

Try to view the facility through the eyes of a visitor seeing it for the first time. (Tick your response)

Well Kept Tidy Reasonable Unkempt What a mess!

Exterior Check					N/A
1	Hard Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Playing Areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Trees & Plants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Are there any signs of Disease or Infestation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Outside Lighting - is it sufficient? Is it working properly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Paths & Immediate Surroundings - Clean & Safe?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are there any signs of Infestation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Clarity of signage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment Check					N/A
1	Play Equipment- Any sign of damage or wear and tear?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Public Seating & Bins - In good repair? Is anything in need of update?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Gates & Fencing - Sign of wear and tear or damage? Check for ease of use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safety & Maintenance					N/A
1	Are access areas kept clean and safe?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Any possible danger to members of the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Are ROSPA safety inspections up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Check Electrical Servicing is up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Check Gas Servicing is up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Check PAT testing register up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

User Feedback

Tarmac deteriorating in some areas, local ponding & edges of tarmac breaking away. Some of the equipment is showing signs of wear and tear and danger of becoming a trip hazard when skating down the ramps.

Comments/Suggestions for Improvement

Remedial works to Equipment and hard surfaces need doing asap, Now that the cold weather is upon us the frost will get into these areas of tarmac and cause further damage.

TENBURY TOWN COUNCIL – AMENITIES CHECKLIST

Name of Facility : Childrens play area

Inspected by : Martin (Paddy) Brennan

Date : 08/11/2013

General Impression of the Facility

Try to view the facility through the eyes of a visitor seeing it for the first time. (Tick your response)

Well Kept Tidy Reasonable Unkempt What a mess!

Exterior Check					N/A
1	Hard Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Playing Areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Trees & Plants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Drainage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are there any signs of Disease or Infestation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Outside Lighting - is it sufficient? Is it working properly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Paths & Immediate Surroundings - Clean & Safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Are there any signs of Infestation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Clarity of signage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Check					N/A
1	Play Equipment- Any sign of damage or wear and tear?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Public Seating & Bins - In good repair? Is anything in need of update?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Gates & Fencing - Sign of wear and tear or damage? Check for ease of use.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety & Maintenance					N/A
1	Are access areas kept clean and safe?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Any possible danger to members of the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Are ROSPA safety inspections up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Check Electrical Servicing is up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Check Gas Servicing is up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Check PAT testing register up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

User Feedback

Nothing seems to have changed from last few reports, matting still visible and sand pits needs topping up.

Comments/Suggestions for Improvement

Remedial work to matting areas, top up sand pits

Tenbury Town Council - Prices and Charges

	2014/15 <i>Proposed</i>	2013/2014	2012/2013	2011/2012
TENNIS COURTS FEES				
ADULT per Hour	£ 2.00	£ 2.00	£ 2.00	£ 2.00
16 years and under per Hour	£ 1.00	£ 1.00	£ 1.00	£ 1.00
BOWLING GREEN FEES				
ADULT per Hour	£ 2.00	£ 2.00	£ 2.00	£ 2.00
Palmers Meadow				
May Fair	£ 735.00	£ 735.00	£ 735.00	£ 735.00
Overflow Car Park Car Boot	£ 40.00	£ 40.00	£ 40.00	£ 40.00
One Off Pitch Hire 2 hours	£ 20.00	£ 20.00	£ 20.00	
The Burgage				
Events charging an entrance fee eg. Bonfire or Applefest	£ 110.00	£ 110.00	£ 110.00	£ 107.00
Car Boot	£ 160.00	£ 160.00	£ 160.00	£ 160.00
TENBURY CEMETERY				
Residents of Tenbury Wells				
Erection of headstone	£ 40.00	£ 40.00	£ 40.00	£ 40.00
Interment in Existing Grave Space	£ 40.00	£ 40.00	£ 40.00	£ 40.00
Interment in New Grave Space	£ 90.00	£ 90.00	£ 90.00	£ 90.00
Non- residents of Tenbury Wells				
Erection of headstone	£ 70.00	£ 70.00	£ 70.00	£ 70.00
Interment in Existing Grave Space	£ 70.00	£ 70.00	£ 70.00	£ 70.00
Interment in New Grave Space	£ 160.00	£ 160.00	£ 160.00	£ 160.00
Caravans per Night				
per Van under 5 caravans	£ 10.00	£ 10.00	£ 10.00	£ 10.00
per Van over 5 caravans	£ 8.00	£ 8.00	£ 8.00	£ 8.00
Tents	£ 5.00	£ 5.00	£ 5.00	£ 5.00
The Pump Rooms				
Hour Rate	£ 10.00	£ 10.00	£ 10.00	£ 12.00
2 hours	£ 9.00	£ 9.00	£ 9.00	
Half Day per hour (4 hours)	£ 8.00	£ 8.00	£ 8.00	
Day Rate per hour (8 hours)	£ 7.00	£ 7.00	£ 7.00	
Wedding (Half Hour Slot) Main Room and Back Room	£ 50.00	£ 50.00	£ 50.00	£ 40.00

2014-15 Proposed Budget

AMENITIES

EXPENDITURE	2013 / 14 BUDGET Approved Dec 2012	Carried over From RESERVES	Total Budgeted Spend including reserves	2013 / 14 REVISED 04/10/13	Total REVISED Budgeted Spend including reserves	ACTUAL to Nov 2013	PROJECTED TO END MARCH 2014	End of Year Unspent	2014/15 BUDGET Proposals	VARIANCE to Previous Year
Property Running Costs										
Bowling Green										
Treatment & Scarifying	1500		1500	1500	1500	80	1,500	-	1,500	
		2,000	2000		2000			2,000		
Bowling Green	1500	2000	3500	1500	3500	80	1,500	2,000	1,500	
Tennis Courts										
Repair & Upkeep	1000		1000	4000	4000		4,000	-	1,200	-2,800
Path	500	250	750	500	750		750	-	-	-500
SINK Fund									2,000	2,000
Tennis Courts	1500	250	1750	4500	4750		4,750	-	3,200	-3,300
Burgage										
Grass Cutting	1900		1900	1900	1900	568.75	1,900	-	1,900	
Kyre Banks	800		800	800	800		800	-	800	
Play Area Maintenance	500		500	500	500		250	250	500	
Shrubs & Flowers	500		500	500	500		300	200	400	-100
Japanese Knotweed	500		500	500	500		500	-	500	
Premises License	100		100	100	100		100	-	100	
Honeycomb Grid re. Access/Parking	2000		2000				-	-	2,000	2,000
Play Area	2000		2000	2000	2000		2,000	-	2,000	
SINK Fund									2,000	2,000
Burgage	8300		8300	6300	5800	568.75	5,850	- 50	10,200	3,900
Palmers										
Grass Cutting	1900		1900	1900	1900	568.75	1,900	-	1,900	
Hedge Cutting	100		100	100	100	50	50	50	-	-100
Car Park Rates	4300		4300	4300	4300	3326	4,158	142	4,300	
Car Park - Re Paint Lines	1000		1000	1000	1000			1,000	1,000	
SINK Fund									4,000	4,000
Palmers	7300		7300	7300	7300	3944.75	6,108	1,192	11,200	3,900
General Costs										
Groundsman Tools	300	100	400	300	400	614.62	400	-	500	200
Petrol/Diesel	300		300	300	300	118.18	300	-	300	
Maintenance of Equipment	600		600	600	600	111.54	600	-	600	
Maintenance Costs	1000		1000	1000	1000	297.47	1,000	-	1,000	
Tree Work	2000	3000	5000	2000	5000	1100	1,200	3,800	1,000	-1,000
Groundsman's Training	700		700	700	700		-	-	700	
General Costs	4900	3100	8000	4900	7300	2241.81	3,500	3,800	4,100	-800
SUBTOTAL	23500	5350	28850	24500	28650	6835.31	21,708	6,942	30,200	3,700
Contingency Fund	1000	1587.5	2587.5	1000	2587.5	1657.5	2,588	-	1,000	
AMENITIES TOTAL	24500	6937.5	31437.5	25500	31237.5	8492.81	24,296	6,942	31,200	5,700

AMENITIES

INCOME	2013 / 14 BUDGET Approved Dec 2012	ACTUAL to Nov 2013	PROJECTED TO END MARCH 2014	2014/15 BUDGET Proposals	VARIANCE to Previous Year
Bowling Green					
Bowling Club	550	550	550	560	10
Bowling League	550	550	550	560	10
	1,100.00	1,100.00	1100	1120	20
Tennis Courts					
Tennis Club Fees	939	963	963	980	41
Pay per Use Fees	250	88	250	250	
	1,189.00	1,051.00	1213	1230	41
Burgage					
Bonfire	120		120	120	
Car Boot Sales	600	600	600	600	
	720.00	600.00	720	720	
Palmers					
Football Club	967	241.75	986	1006	39
Rugby Club	600	299	602	614	14
May Fair	735	735	735	-735	
Skip Rent, annual.			450		
Scout Hut	5		5	5	
	2,307.00	1,275.75	2778	1625	-682
Other					
Cemetery charges	200	260	70	200	
	200.00	260.00	70	200	
AMENITIES	5,516	4,287	5881	4895	-621

18%