

TENBURY TOWN COUNCIL 2016/17 – FC01

Minutes of the **FACILITIES COMMITTEE** held on **MONDAY 16TH MAY 2016** at **7.20pm** in the **Pump Rooms, off Teme Street, Tenbury Wells.**

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PRESENT: Cllr M Drummond, Cllr A Eachus, Cllr Janet Fielder, Cllr E Hudson, Cllr David Patrick, Cllr C Rogers, Cllr Mark Willis [**Mayor**]

APOLOGIES: Cllrs D Ingram and S Perry, The Groundsman

IN ATTENDANCE: Town Clerk, Assistant Town Clerk

1.1 TO ELECT A CHAIRMAN

Cllr Patrick was nominated as Chair by Cllr Rogers, seconded by Cllr Willis.

RESOLVED by ALL that Cllr Patrick be elected as Chair.

1.2 APOLOGIES. TO CONSIDER THE ACCEPTANCE OF APOLOGIES FOR ABSENCE FROM COUNCILLORS

Cllrs D Ingram, Cllr S Perry and the Groundsman.

1.3 DECLARATIONS OF INTEREST

None.

1.4 PUBLIC PARTICIPATION

None.

1.5 TO ELECT A DEPUTY CHAIRMAN

Cllr Willis was nominated as Deputy Chairman by Cllr Patrick, seconded by Cllr Eachus.

RESOLVED by ALL that Cllr Willis be elected as Deputy Chair.

1.6 TO APPROVE AS A TRUE AND ACCURATE RECORD THE RESOLUTIONS AND MINUTES OF THE FACILITIES COMMITTEE MEETING HELD ON THE 14TH MARCH 2016

The Minutes of the meeting held on the 14th March 2016 were approved and signed by the Chairman as a true and correct record of proceedings.

1.6 TO RECEIVE REPORTS FROM LEAD COUNCILLORS FOR THE FOLLOWING AREAS

1.6.1 The Burgage – Cllr Eachus/Cllr Fielder

Cllr Eachus stated that he had walked around the Burgage today and noted that it had been mowed. He noticed that there were bare patches of soil in the play area and along the path which require re-seeding. The area to the right of where the bonfire last year was held where the pallets were stacked had not changed and still had bare patches.

Cllr Eachus suggested that a permanent storage area on hard-standing was required for the grass clippings in the civic garden area.

The raised timber planters were very wobbly and were in a poor state.

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Cllr Hudson stated that the new design of the Pavilion included keeping as much of the planting, planters and paving as possible to avoid wastage. Cllr Hudson had not anticipated replacing planters and the paving so this would increase the costs of the new build of the Pavilion.

Cllr Eachus considered that the planters were dangerous as they were so loose and rotten and this was down to the age of them and the timber used.

The Mayor suggested that the costs of replacing the planters and any paving should be deferred at this stage and considered when the Council discuss the costings of the new Pavilion design. This was agreed by all Members.

The Town Clerk stated that Will Morgan had weed treated the Burgage at the end of March and she had noticed that this had greatly improved the area.

The Town Clerk had asked Will Morgan for a cost of re-levelling and re-turfing the larger area of 300 sqm where the bonfire had been and would cost £1600 plus VAT. The smaller area by the playground which measures 150 sqm would cost £800 plus VAT.

Cllr Fielder stated that at the last meeting it was agreed that a meeting would be arranged with the Roundtable to discuss the best place for the bonfire. The Town Clerk stated that this meeting would be arranged as soon as possible.

The Town Clerk mentioned that there would be the Music Festival on the 18th June and then a car boot and it was trying to find the right time of year to carry out any repair work. Cllr Eachus stated that in his opinion the remedial work should be carried out straight after the bonfire has taken place in November.

1.6.2 Palmers Meadow - Cllr Patrick/Cllr Ingram

The Town Council were awaiting confirmation of the Section 106 monies from MHDC for the Skate Park. Once this had been received the Council would issue contracts and the work would start.

The swimming pool changing rooms project were waiting for further information from Freedom Leisure.

The Town Council car park still needed to have some more white lines in spaces where there weren't any. The Town Clerk stated that the holes in the car park were due to an emergency report of a gas leak.

The two car parking spaces at the corner of the car park were unusable as cars were unable to get out of them. WCC had carried out this work following the plan given to them by the Town Council. It was agreed that these two car parking spaces should be made for motorcycles and this will be done at the same time as the white lining work.

1.6.3 Regal and Pump Rooms – Cllr Hudson/Cllr Perry

Cllr Hudson stated that the work on the drains at the Regal had been carried out and the blockage cleared.

The main entrance doors of the Regal were very draughty and a carpenter had given a verbal quote of £200 to carry out this work. A digitised box was required at the entrance doors.

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There was rising damp at the entrance steps to the Regal and Caldicotts had inspected this. The remedial treatment would require the plaster to be removed and replaced and it has been established that the plaster contains asbestos. The wall coverings of the Regal has patterned artex and to create the patterns plaster was used containing asbestos.

Before Caldicotts carry out the work the Town Clerk stated that she was obtaining further information from the Health and Safety Executive. The contractor who carries out the work can carry out the work as long as they wear protective clothing and a respiratory mask and they are disposed of afterwards.

Cllr Hudson had spoken with the Museum regarding possible re-location to the Pump Rooms and this was in the early stages of discussion with them.

The Town Clerk stated that the Box Office flooring required some work. The flooring was parquet and it had become very loose due to the amount of footfall. The Town Council had received a quotation from A.L. Selley Flooring to take it all up and relay at a cost of £2,592. As the Town Council was the Regal's landlord it was their responsibility to carry out this work. An alternative quote would be requested.

Cllr Hudson suggested that the Town Clerk seek the opinion of Harpers who previously carried out the work.

That the opinion of Harpers regarding the parquet flooring for The Regal be carried out, and an additional quote obtained for work to the parquet flooring.

1.6.4 Cemetery, Street Lighting & Public Domain – Cllr Drummond

Cllr Drummond stated that the Cemetery was looking tidy and had been mowed. There was a street light not working in Terrells Lane.

A discussion took place regarding the replacement of lights with LED's. The Town Clerk confirmed that the Council were responsible for 50 street lights and many of the light columns would need replacing. The cost of replacing the column and the light with LED would cost approximately £1200 per light. Due to the cost of replacement it was agreed that the Council would have to replace a few lights at a time and it was agreed that this should be 3 per year.

That the Town Council consider a programme of replacement of all the Town Council's Street lights.

Cllr Eachus stated that the railings in the Burgage and river walk needed repainting or replacing. The Town Clerk stated that the budget for next year had been set but funding was available in Reserves and suggested that the Finance and Staffing Committee would need to look at the Reserves and decide what the Council's priorities should be and whether they wished to use some of the Reserves to carry out the replacement of street lighting and railings.

That reserves be put on the next Finance and Staffing Agenda.

1.6.5 Events and Community Support – Cllr Willis

The Mayor stated that the Lawn Mowing Racing was on Sunday 22nd May on Palmers Meadow and Party in the Park would take place on 25th June on Palmers Meadow.

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

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There was no change. It was agreed that Members would be responsible for areas as follows:-

The Burgage - Cllr Eachus/Cllr Fielder
Palmer's Meadow – Cllr Patrick/Cllr Ingram
Regal & Pump Rooms – Cllr Hudson/Cllr Perry
Cemetery, Street Lighting and Public Domain – Cllr Drummond
Events & Community Support – Mayor

1.8 GROUNDMAN'S REPORT

The Town Clerk stated that the Groundsman had a prior engagement and could not be present at the meeting.

The Groundsman was up-to-date with everything. The bowling green mower which was a large specialised mower about 30 years old had broken. As the parts were old it was proving difficult to replace the cylinder. Avonmore had mowed the bowling green to 5mm today.

Cllr Patrick asked how often the bowling green had to be mowed. The Town Clerk confirmed in high summer this was 3 times per week. To replace the mower with a new one would cost £5,000. The Town Clerk stated that Andy's Mowing Services were trying to establish if anything was available second hand.

After some discussion it was agreed that the Town Clerk would look at the options of leasing one and Cllr Eachus suggested Tenbury Tool Hire, Walter Jones Leominster, and Ludlow Town Council might be able to help.

Cllr Rogers left the meeting at this point.

That the options regarding leasing or replacing a new bowling green mower be carried out.

1.9 TO REVIEW ACTUALS V BUDGET TO DATE

The Town Clerk asked for this to be deferred so that up-to-date figures could be considered.

1.10 TO BE UPDATED ON UPCOMING EVENTS ON COUNCIL PROPERTY

This was discussed at minute number 1.6.5 above.

1.11 TO CONSIDER A REQUEST FROM THE REGAL TENBURY TRUST TO INSTALL A FURTHER SATELLITE DISH ON THE ROOF OF THE REGAL

The Town Clerk stated that the Regal have requested a further satellite dish to enable the Regal to offer live streaming and without this satellite dish this would not be possible as there would not be enough signal strength to do it.

The Town Clerk showed the Members photographs of the current satellite dish on the roof of the Regal and the position of the additional one.

After some discussion the Members agreed to the installation of the satellite dish in principle but required further clarification and detail of its location as this was unclear.

That the position of the Satellite Dish on the roof of the Regal be established.

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1.12 TO BE UPDATED ON DOG FOULING

The Mayor referred to the report tabled to Members [**APPENDIX A**].

The Mayor stated at the last meeting that he would arrange to visit Church Stretton Town Council as they had experienced similar problems with dog fouling as the Town Council. The Mayor met with the Town Clerk and Warden of Church Stretton and they had been very informative and they discussed the various options available.

The Mayor stated that the next stage for the Town Council to consider was legislation. The Mayor proposed that this item be deferred until the next meeting to allow Members time to read through the report and this was agreed.

That Dog Fouling be put on the Agenda for the next Facilities Committee Meeting.

1.13 TO CONSIDER WHETHER THE COUNCIL WISHES TO PURCHASE DOG FOULING BINS FOR ORCHARD COURT

The Mayor stated that he had been contacted by Lin Smith the Warden of Orchard Court regarding the amount of dog fouling in the Orchard Court vicinity.

The Mayor suggested that a bin be placed at the junction of Orchard Court and Berrington Road opposite number 32 and as this was a public highway Richard Clarke the Street Cleaner would be able to empty it as it was within his area.

Members asked how much it would cost to provide a bin and the Town Clerk stated that the bin with the post and concrete would cost between £150 - £200. The Town Clerk explained that there wasn't a need for a dedicated dog bin as dog waste could be put into a litter bin mixed with rubbish.

RESOLVED that the Town Council purchase a Dog Fouling Bin for Orchard Court.

1.14 CORRESPONDENCE FOR INFORMATION

The Town Clerk stated that an email had been received from PCSO Ness Snape about Palmers Meadow and the Party in the Park event taking place there on the 25th June. The West Mercia Health, Safety and Risk Assessment Advisor had looked at Palmers Meadow regarding the risk assessment for Party in the Park.

He raised concerns regarding the seating benches for the football fans and the goal posts leant against the Scout Hut, and secondly the two massive tyre marks in the ground as you enter Palmers Meadow.

The Town Clerk stated that the Rugby Club would be contacted regarding the seating and the goal posts and suggested that Will Morgan be contacted regarding a temporary surface for this event as there may not be time to arrange a more permanent surface before the 25th June.

Members agreed that the long term solution for the entrance to Palmers Meadow was a hard core surface to be laid.

That the Rugby Club arrange to remove the seating area and goal posts before the Party in the Park event, and Will Morgan supply a quote for the temporary work and the hard core surface work for the entrance to Palmers Meadow.

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1.15 COUNCILLOR'S REPORTS AND ITEMS FOR FUTURE AGENDA

Cllr Hudson informed Members that he was collecting for Christian Aid on Tuesday 17th May outside the Regal.

Meeting Closed at 9:35 pm

Signed

Dated