

## TENBURY TOWN COUNCIL 2016/17 – FC02

Minutes of the **FACILITIES COMMITTEE** held on **MONDAY 12<sup>TH</sup> SEPTEMBER 2016** at **7.00 pm** in the **Pump Rooms, off Teme Street, Tenbury Wells.**

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**PRESENT:** Cllr Janet Fielder, Cllr E Hudson, Cllr D Ingram, Cllr David Patrick **[Chair]**, Cllr S Perry  
Cllr C Rogers

**IN ATTENDANCE:** Town Clerk, Assistant Town Clerk, Groundsman, Cllr L Weston, Cllr T Gould

### **2.1 APOLOGIES. TO CONSIDER THE ACCEPTANCE OF APOLOGIES FOR ABSENCE FROM COUNCILLORS**

Cllr M Drummond and Cllr M Willis.

### **2.2 DECLARATIONS OF INTEREST**

Cllr Patrick stated that he had a non-pecuniary interest in agenda item 2.10 as he was an organiser of the Applefest on the Buroge.

### **2.3 PUBLIC PARTICIPATION**

None.

### **2.4 TO APPROVE AS A TRUE AND ACCURATE RECORD THE RESOLUTIONS AND MINUTES OF THE FACILITIES COMMITTEE MEETING HELD ON THE 16<sup>TH</sup> MAY 2016**

The Minutes of the meeting held on the 16<sup>th</sup> May 2016 were approved and signed by the Chairman as a true and correct record of proceedings.

### **2.5 TO RECEIVE REPORTS FROM LEAD COUNCILLORS FOR THE FOLLOWING AREAS:-**

#### **2.5.1 The Buroge – Cllr Fielder**

Cllr Fielder stated that she had noticed that the edges of grass by the tennis courts area had been sprayed to kill the weeds and this had not been done correctly as it was killing the grass. Cllr Fielder commented that there was a spray available which killed the weeds but did not kill the grass. It was agreed that Cllr Fielder would look at alternative sprays and let the Town Council know the supplier details.

The Groundsman commented that he was using a spray which had been recommended by the former Town Clerk.

Cllr Ingram stated that he had reported that the weather vane on the Buroge which was on top of the band stand had become bent and he was concerned about health and safety particularly in strong winds and bad weather. This had not been removed or repaired since he reported it some time ago. The Town Clerk stated that she would look into this matter.

#### **2.5.2 Palmers Meadow – Cllr Patrick**

Cllr Patrick stated that the Skate Park had been completed. The changing rooms issue had come to a halt as it was unclear of the finer details of what was required. Another meeting would be arranged.

The entrance to the Palmers Meadow still required some work particularly for the Applefest and weather dependent temporary matting would be put down. The temporary car park being supplied by WCC as part of the Tesco development was on-going. Funding was available from WCC but no timing details of when this would take place.

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Cllr Ingram stated that at the Skate Park basket ball hoops were to be installed and they had not been put up yet. The Town Clerk said that she would look into this.

Cllr Ingram mentioned the 40ft container which was on the Palmers Meadow which was being used by the Youth Football Club as storage for the goal posts and nets etc and not been moved to its permanent position. Cllr Ingram stated that he had noticed that some young people had been seen standing on the top of the hut. Cllr Perry stated that she would discuss this issue with the Community Support Officers. The Town Clerk agreed to speak with the Youth Football Club about the moving of the container.

### **2.5.3 Regal & Pump Rooms – Cllr Hudson**

Cllr Hudson stated that an inspection of the Regal was required and a meeting would be set up with the Mayor and the Town Clerk with Mr Little.

The Town Clerk was obtaining quotations for the external decoration of the Pump Rooms and an inspection of the Pump Rooms needed to be carried out. A comprehensive review of all the Council's assets was required.

### **2.5.4 Cemetery, Street Lighting & Public Domain – Cllr Drummond**

In the absence of Cllr Drummond, there were no issues to report.

### **2.5.5 Events & Community Support – The Mayor**

In the absence of the Mayor, Cllr Patrick reminded everyone of the Applefest event taking place on the 1<sup>st</sup> October and hoped for good weather. The Town Council were having a stand there about the Neighbourhood Plan and volunteers would be required from the Town Council to man the stand throughout the day.

## **2.6 GROUNDSMAN'S REPORT**

The Groundsman stated that all the hedges were done and the cemetery had been mowed and strimmed and everything was up-to-date.

The Groundsman commented that extra bins were required at the Skate Park as every day he was removing rubbish from the site.

A discussion took place with regard to training for the Groundsman and Members suggested that a training course on spraying would be beneficial. The Town Clerk confirmed that a budget of £700 was allocated for the Groundsman training and she confirmed that she would speak with Shrewsbury Town Council and Ludlow TC who could advise on training courses that were available.

## **2.7 TO REVIEW ACTUALS V BUDGET TO DATE**

The Town Clerk tabled the actuals v budget to date for August 2016 [**APPENDIX A**] which had been produced by the former Town Clerk. There was nothing outstanding which needed to be reported. The Town Clerk confirmed that the repainting of the white lines in the Palmers Meadow car park had been completed and this had cost £750. The Town Clerk stated that the reserves needed to be reviewed and this would be discussed at the Finance and Staffing Meeting on the 26<sup>th</sup> September.

## **2.8 QUOTATIONS FOR AUTUMN BOWLING GREEN WORKS**

The Town Clerk stated that a quotation had been received for renewal of the contract for the bowling green maintenance.

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This was required to prevent moss and thatching on the bowling green. Cllr Rogers queried why this had to be done every year and not every 2 to 3 years.

The Town Clerk confirmed that this was to maintain the condition of the bowling green and if it was not treated regularly it would result in the bowling green being unsuitable for play. Members commented that the Bowling Club were extremely pleased with the condition of the bowling green as it was at its best for playing on.

After some discussion Members agreed to renew the contract.

**RESOLVED [unanimous] that the Bowling Green contract with Avonmore Associates be accepted.**

### 2.9 CONSIDER HOW MONIES FOR AD HOC USE OF TENNIS COURTS AND BOWLING GREEN MIGHT BE BETTER COLLECTED

A discussion took place regarding how much money was collected by the Groundsman for the Tennis Courts use and Bowling Green. The Groundsman confirmed that this was between £50 and £60 per month.

Cllr Rogers suggested that more signs should be displayed stating that members of the public who wished to use the tennis courts or bowling green needed to pay the Groundsman or pay at the Pump Rooms. The Groundsman stated that he locks the gates at 8.00 pm in the summer months and usually finishes work at 3.30 pm. Members stated that it would be a good idea for an honesty box to be installed for members of the public to use when the Groundsman was not present which would be emptied each day.

**RESOLVED [unanimous] that an honesty box be ordered and installed at the Pavilion and extra display notices put up.**

### 2.10 TO FORMULATE A POLICY ON CHARGING FOR USE OF THE BURGAGE AND PALMERS MEADOW FOR EVENTS

Cllr Patrick stated that the Committee were required to make a decision as to what they wished to do on this matter. Currently the Music Festival does not pay a fee as they have been running for 2 years and the money raised is for charity. It was agreed by Members that as the Music Festival was now a success they should be charged a fee of £120 the same as Applefest and the Bonfire.

Members agreed that the Town Council would review and make a decision on the prices and charges for the use of the Burgage and Palmers Meadow for events when they next reviewed the budget.

**RESOLVED [unanimous] that the Music Festival be charged in 2017 for use of Palmers Meadow and the prices and charges for the Town Council be reviewed as part of the budget process.**

### 2.11 TO CONFIRM REQUEST FROM MR C DAVIS TO CREATE A GATE IN FENCE BOUNDARY WITH BURGAGE FOR OCCASIONAL PRIVATE ACCESS

Cllr Patrick stated that he along with the Mayor had met with Mr Davis about his request to create a gate in the fence boundary with the Burgage and it had been established that his intention was to create an apple orchard. After some discussion it was agreed by Members that the Town Council should take legal advice and any costs should be incurred by Mr Davis and not the Town Council.

The Town Clerk confirmed that she would make enquiries with regard to legal advice on this matter and write to Mr Davis confirming the decision of the Committee.

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**RESOLVED [unanimous] that the Town Council seek legal advice on the creation of the gate in fence on the boundary with the Burgage and the Town Clerk write to Mr Davis.**

### **2.12 TO CONSIDER REINSTATEMENT OF THE HEADWALL TO THE OUTFALL DRAIN OF THE PALMERS MEADOW DRAINAGE SCHEME INTO THE RIVER TEME FROM LITTLE PALMERS**

Members discussed this issue and the Town Clerk stated that she had received a quote to carry out this work. The work required included excavating the existing headwall and expose pipe, constructing the headwall in concrete filled sand bags including connecting and extending the existing pipe, backfilling with clean single sized gravel, extending weep holes through the new headwall, constructing a concrete apron with precast concrete slabs, regrading bank to river and reinstating with top soil. Members were unsure whose responsibility the repair work would be. Cllr Ingram agreed that he would try and find out the legal position with regard to whose responsibility it would be with regard to this issue. Once more information had been established a meeting would be arranged with the Town Council and the owner of the headwall.

**RESOLVED [unanimous] that the decision on the quote regarding the reinstatement of the headwall to the outfall drain of Palmers Meadow would be deferred until the Finance and Staffing Meeting on the 26<sup>th</sup> September 2016**

### **2.13 CONSIDER PROPOSAL FOR STEAMPUNK FESTIVAL IN THE TOWN**

The Town Clerk stated that all members had received information regarding this festival. Cllr Fielder considered it a good idea and thought that the restaurants and businesses in the town would benefit. She stated that the landlord of the Kings Head was very keen to support it. This was agreed by Cllr Perry who stated it should be supported if the shops were willing to remain open and this meant more people spent time in the town.

The Town Clerk said that the Town Council did not have a budget to support this event financially. Cllr Hudson suggested that the Town Council could offer the use of the Pump Rooms for free and the Community Centre at the Regal may be able to also accommodate them. It was agreed that the Town Clerk would write back to the organisers of the Steampunk Festival stating that the Town Council were very supportive of the Festival but at this stage they were unable to offer financial support but were willing to accommodate them with the use of the Pump Rooms and possibly the Community Centre at the Regal free of charge.

### **2.14 TO BE UPDATED ON THE SKATE PARK PROJECT AND TO CONSIDER PROVISION OF EXTRA BINS NEAR SKATE PARK**

Cllr Patrick stated that the skate park had now been completed and was in budget. The half pipe had been refurbished and this had worked out cheaper than buying a brand new one.

Cllr Patrick stated that he had become involved with the project at a later stage but did consider on reflection that the Town Council should have employed professional advice with regard to the contract for the skate park project. He did have concerns that with regard to decisions on the equipment and where it should be positioned was very reliant on the Skate Park Users Group and little involvement from the Town Council. Cllr Ingram stated that they were involved as they knew how far apart the equipment should be and were very involved in what they wanted and where it should go.

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Cllr Hudson stated that he had not been fair for the Town Council to have left all the project management to the former Town Clerk and as a Town Council Members should have been more involved than they were and take some responsibility rather than this all being the responsibility of the Town Clerk. Cllr Patrick stated that future projects should be handled differently.

Cllr Ingram as former Chair of the Facilities Committee and was involved with the project from the start, stated that he wished to thank all the Councillors for their involvement and support for the skate park project.

A discussion took place with regard to the extra bins near the skate park. The Groundsman suggested that one should be put either end of the skate park as currently he is clearing lots of rubbish which has been left all over the floor including bottles, cans and wrappings.

It was suggested and agreed that some extra black bins should be tied around the skate park site area to see if this makes any difference.

A discussion took place regarding the rubbish being left on Palmers Meadow and the amount of litter having to be picked up by the Groundsman.

**RESOLVED that the Town Clerk contact the Sports Clubs regarding litter being left on the Palmers Meadow field**

### 2.15 TO BE UPDATED ON DOG FOULING

Due to the absence of the Mayor there was no update.

### 2.16 CORRESPONDENCE FOR INFORMATION

The Town Clerk referred to recent correspondence circulated to the Committee.

The Town Council had received an email from Western Power Distribution [West Midlands] Plc, with regard to their request for two cables which will be joined to an existing underground cable on the Burgage to follow a route around the concrete base to enter the site for the new Tesco's store. The Council were required to sign a Wayleave Consent Form and the Town Council would receive an annual wayleave fee of £2.30 for giving them consent.

After considering the plan proposed Members agreed that permission would be given for this work to take place and the Town Clerk agreed to write to them to confirm this.

The Town Clerk had received an online form submission request for the Town Council to consider installing Electric Vehicle [EV] chargepoints. Bromyard, Leominster and Ludlow all have EV chargepoints but Tenbury does not.

After some discussion Members decided that Malvern Hills District Council and Tesco should be written to suggesting they may wish to consider this proposal. The Town Clerk agreed to write to MHDC and Tesco. She would also write to Mr Davies confirming the Town Council's decision.

Meeting Closed at 8.45 pm

Signed .....

Dated .....

FACILITIES								FACILITIES						
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	From GRANTS	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	ORIGINAL BUDGET	From GRANTS	Total INCOME incl Grants	ACTUAL	ACTUAL	% of Budget Reached TO END
	2016-17	2016-17	2016-17	2016-17	Jul-16	Aug-16	Aug-16		2016-17	2016-17	2016-17	Jul-16	Aug-16	Aug-16
<b>Pump Rooms</b>								<b>Pump Rooms</b>						
Gas	1300			1300	396.78	396.78	31%	Bookings	4000.00		4000.00	1316	1948.5	49%
Electricity	1100			1100	284.99	347.16	32%							
Water	100			100										
Rates	3200			3200	1,237.60	1,547.60	48%							
Building Maintenance	2000			2000	51.00	51.00	3%							
Fire Extinguishers/Alarm	200			200	93.00	93.00	47%							
Electrical Maintenance/Checks	200			200										
Boiler Maintenance	200			200										
Cleaning Materials/Disposables	50			50	17.00	17.00	34%							
Wedding License	750			750	750.00	750.00	100%							
Project Reserves	2000			2000	2,000.00	2,000.00	100%							
<b>Pump Rooms</b>	<b>11100</b>			<b>11100</b>	<b>4,830.37</b>	<b>5,202.54</b>	<b>47%</b>	<b>Pump Rooms</b>	<b>4,000.00</b>	<b>-</b>	<b>4,000.00</b>	<b>1316</b>	<b>1948.5</b>	<b>49%</b>
<b>Regal</b>								<b>Regal</b>						
Building Maintenance	2500			2500	150.00	150.00	6%	Rent	4400.00		4400	1,468.00	1,835.00	42%
Project Reserves														
RTT Grant Donation	10000			10000	5,000.00	5,000.00	50%		4400		4400	1468	1835	42%
<b>Regal</b>	<b>12500</b>			<b>12500</b>	<b>5150</b>	<b>5150</b>	<b>41%</b>	<b>Regal &amp; Pump Rooms</b>	<b>8400</b>		<b>8400</b>	<b>2784</b>	<b>3783.5</b>	<b>42%</b>
<b>REGAL &amp; PUMP ROOMS</b>	<b>23600</b>			<b>23600</b>	<b>9980.37</b>	<b>10352.54</b>	<b>44%</b>	<b>REGAL &amp; PUMP ROOMS</b>	<b>8400</b>		<b>8400</b>	<b>2784</b>	<b>3783.5</b>	<b>42%</b>
<b>Palmers Meadow</b>								<b>Palmers Meadow</b>						
Grass Cutting	2300			2300	630.00	630.00	27%	Football Club	1006.00		1006			
Weed Feed & Repairs	600			600	225.00	225.00	38%	Rugby Club	614.00		614	153.50	153.50	25%
Hedge Cutting	200			200				May Fair	800.00		800	850.00	850.00	106%
Car Park Rates	4450			4450	1740.00	2176.00	49%	Scout Hut	5.00		5	50.00	50.00	1000%
Repainting of Carpark Lines		1250		1250				Skate Park Grants		45352.00	45352		40,352.00	89%
Project Reserves Skate Park		8000	45352	53352		23798.00	45%		2,425.00	45,352.00	47,777.00	1,053.50	41,405.50	87%
Fencing Palmers Meadow	2000			2000										
Project Reserves Car Park	1000			1000	1000.00	1000.00	100%							
<b>Changing Rooms</b>	<b>10,550.00</b>	<b>9,250.00</b>	<b>45,352.00</b>	<b>65152</b>	<b>2,595.00</b>	<b>3,031.00</b>	<b>5%</b>	<b>Changing Rooms Meter</b>	<b>250.00</b>		<b>250</b>	<b>21.00</b>	<b>21.00</b>	<b>8%</b>
Electricity	550			550	86.43	86.43	16%							
Water	140			140	73.71	73.71	53%							
Building Maintenance	500			500										
Electrical Maintenance	500			500	206.43	206.43	41%							
Project Reserves	1000			1000	1000.00	1000.00	100%							
<b>Changing Rooms</b>	<b>2690</b>			<b>2690</b>	<b>366.57</b>	<b>366.57</b>	<b>14%</b>	<b>Changing Rooms</b>	<b>250</b>		<b>250</b>	<b>21</b>	<b>21</b>	<b>8%</b>
<b>PALMERS MEADOW</b>	<b>13240</b>	<b>9250</b>	<b>45352</b>	<b>67842</b>	<b>2961.57</b>	<b>3397.57</b>	<b>5%</b>	<b>PALMERS MEADOW</b>	<b>2,675.00</b>	<b>45,352.00</b>	<b>48,027.00</b>	<b>1074.5</b>	<b>41426.5</b>	<b>86%</b>

FACILITIES								FACILITIES						
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	From GRANTS	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END Aug-16	INCOME	ORIGINAL BUDGET	From GRANTS	Total INCOME incl Grants	ACTUAL	ACTUAL	% of Budget Reached TO END Aug-16
	2016-17	2016-17	2016-17	2016-17	Jul-16	Aug-16			2016-17	2016-17	2016-17	Jul-16	Aug-16	
<b>The Burgage</b>														
Grass Cutting	2300			2300	630.00	630.00	27%	Bonfire	120.00		120			
Weed & Spring Feed + Oversow	600			600	379.00			Applefest	120.00		120			
Kyre Bank Strimming	650			650										
Play Area	500			500	377.00	377.00	75%	Car Boot Sales	600.00		600	360.00	360.00	60%
Shrubs & Flowers	500			500										
Japanese Knotweed	500			500										
	<b>5050</b>			<b>5050</b>	<b>1,386.00</b>	<b>1007</b>	<b>20%</b>		<b>840</b>		<b>840</b>	<b>360</b>	<b>360</b>	<b>43%</b>
<b>Bowling Green</b>														
Treatment & Scarifying	6000			6000	1,264.16	1,667.49	28%	Bowling Club	584.00		584		584.00	100%
								Bowling League	584.00		584			
								Pay per Use Fees						
	<b>6000</b>			<b>6000</b>	<b>1264.16</b>	<b>1667.49</b>	<b>28%</b>		<b>1168</b>		<b>1168</b>		<b>584</b>	<b>50%</b>
<b>Tennis Courts</b>														
Repair & Upkeep	1500			1500				Tennis Club Fees	987.00		987	987.00	987.00	100%
Tennis Courts Project Reserves	1000			1000	1,000.00	1,000.00	100%	Pay per Use Fees	150.00		150	36.00	87.60	58%
	<b>2500</b>			<b>2500</b>	<b>1000</b>	<b>1000</b>	<b>40%</b>		<b>1137</b>		<b>1137</b>	<b>1023</b>	<b>1074.6</b>	<b>95%</b>
<b>Pavilion &amp; Groundsmans Shed</b>														
Electricity	1100			1100	113.00	113.00	10%							
Water	150			150	33.63	33.63	22%							
Rates	390			390	134.80	168.80	43%							
Building Maintenance	500			500	78.95	78.95	16%							
Electrical Maintenance	500			500	128.98	128.98	26%							
Pavilion Roof Maintenance														
Project Reserves	1000			1000	1,000.00	1000.00	100%							
	<b>3640</b>			<b>3640</b>	<b>489.36</b>	<b>523.36</b>	<b>14%</b>				-			
<b>THE BURGAGE</b>	<b>17190</b>			<b>17190</b>	<b>4,139.52</b>	<b>4,197.85</b>	<b>24%</b>	<b>THE BURGAGE</b>	<b>3,145.00</b>	<b>-</b>	<b>3,145.00</b>	<b>1383</b>	<b>2018.6</b>	<b>64%</b>
<b>General Costs</b>														
Groundsman Tools	750	3000		3750	3,000.00	3,000.00	80%	Cemetery charges	200.00		200	120.00	260.00	130%
Petrol/Diesel	150			150	14.24	46.61	31%							
Maintenance of Equipment	600			600	170.15	170.15	28%							
Maintenance Costs	1200			1200	103.63	259.01	22%							
Tree Work	1000			1000										
Tree Reserves	1000			1000	1,000.00									
Groundsman Training	700			700	24.58	24.58	4%							
	<b>5400</b>	<b>3000</b>		<b>8400</b>	<b>4312.6</b>	<b>3500.35</b>	<b>42%</b>		<b>200</b>		<b>200</b>	<b>120.00</b>	<b>260.00</b>	<b>130%</b>
Subtotal	59,430.00	12,250.00	45,352.00	117032	21394.06	21448.31	18%		14420	45352	59772	5361.5	47488.6	79%
<b>Contingency Fund</b>	1000.00			1000										
<b>FACILITIES TOTAL</b>	<b>60430</b>	<b>12250</b>	<b>45352</b>	<b>118032</b>	<b>21394</b>	<b>21448</b>	<b>18%</b>	<b>FACILITIES TOTAL</b>	<b>14420</b>	<b>45352</b>	<b>59772</b>	<b>5361.5</b>	<b>47488.6</b>	<b>79%</b>