

ARLESEY TOWN COUNCIL

Minutes of a meeting of the **PUBLIC LANDS & HIGHWAYS COMMITTEE**, Arlesey Town Council held in the Village Hall, Arlesey on **Tuesday 12 January 2016 at 7pm.**

PRESENT:

Cllrs: J Want (Chairman)
C Livermore
Mrs S Sarll

Also present: Ms S Foulkes (Town Clerk), Cllr Randall, Cllr Ferris, Cllr Ward, Cllr Holloway, Cllr Stanbury, Nick Shaw & Adrian Clothier (CBC Highways) and 6 members of the public.

20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Chillery, Cllr Gravett and Cllr McGregor.

21 MEMBERS' INTERESTS

- (a) Disclosable Pecuniary Interests – None.
- (b) Personal Interests:
Cllr Livermore – agenda items 3, 6 & 7.
Cllr Sarll – agenda item 3.
Cllr Want – agenda item 3.

22 ARLESEY PARKING CONSULTATION: CENTRAL BEDFORDSHIRE COUNCIL'S PRINCIPLE HIGHWAYS OFFICER NICK SHAW BRIEFING TO COUNCIL

- 22.1. CBC Officer Nick Shaw briefed the committee on CBC's car parking restriction proposals as contained within consultation documents circulated to members prior to the meeting.
- 22.2. A Parking Study in 2014/15 initiated the Local Area Transport Works Scheme, followed by a Residents Survey in August/September 2015, which included a public exhibition at St Peter's Church. Overall a good response rate was achieved.
- 22.3. The affected area (north end of Arlesey) has been classified under 4 zones.

Zones 1 & 2: Closest to the train station (within 400m-600m radius), 90% of resident survey respondents supported restrictions being introduced.

Road Name	CBC Proposal	Annual Charges & Times of restrictions
Chase Close	(1) Resident Parking Zone	(1) Residents' Permits : £10 for 1st car, £70 for 2 nd car, £90 3 rd for car. Visitors' Permits: £30 per 25 1 day permits.
Church End	(1) Resident Parking Zone	
House Lane	(2) Single Yellow Lines	
Old Oak Close	(1) Resident Parking Zone (3) No waiting at any time	(2) Single Yellow Lines: Mon- Fri. 10am to 12 noon Mon-Fri. 2pm to 4pm
Pix Court	Not Public Highway	
St. Peter's Avenue	(2) Single Yellow Lines	(3) No waiting at any time.
Stotfold Road	(2) Single Yellow Lines	
The Poplars	(1) Resident Parking Zone	
Vicarage Close	No changes proposed	

Zone 3: 69% of resident survey respondents supported restrictions being introduced

Road Name	CBC Proposal
Carter's Way	(1) Resident Parking Zone
Church Lane	(1) Resident Parking Zone
Glebe Avenue	(2) Single Yellow Lines
Glossop Way	(1) Resident Parking Zone
House Lane	(2) Single Yellow Lines
Stotfold Road	(2) Single Yellow Lines
The Hermitage	(1) Resident Parking Zone
The Rally	(1) Resident Parking Zone

Zone 4: The majority (54%) of resident survey respondents supported no restrictions being introduced, however CBC's experience is that a future need would arise.

Road Name	CBC Proposal
Bury Mead	(2) Single Yellow Lines
Carter's Close	(1) Resident Parking Zone
Carter's Way	(1) Resident Parking Zone
Chase Hill Road	(2) Single Yellow Lines
House Lane	(2) Single Yellow Lines
The Rally	(1) Resident Parking Zone

- 22.4. Other issues identified by CBC:
- Buses have experienced difficulties stopping on the east side of Stotfold Road, resulting in a single yellow line being proposed to reduce parking in this area.
 - CBC are considering the reduction of vehicle cross-over charges for Arlesey residents to encourage the use of off-street parking (charges can currently range from £400- £1,500).
 - WI Hall parking restrictions encompassed within the proposed Traffic Orders.
- 22.5. Responses are requested by CBC to be submitted in writing/by email, in order that they can be included within the officer's report to CBC Traffic Management Committee.
- 22.6. Members of the Town Council and public can attend the Traffic Management Committee meeting which will be held on 4th February 2016. Speakers should register prior to the meeting to ensure allocation of time.
- 22.7. Implementation of the final scheme is anticipated in financial year 2016/17.
- 22.8. Summary of questions/concerns put to Nick Shaw & Adrian Clothier:
- Resident Parking Zones will not provide adequate parking for all residents in the RPZ areas and adjacent roads – an estimated shortfall of 50% was envisaged by committee members.
 - Grass verge parking: CBC confirmed that yellow lines apply to the grass verges.
 - Resident Survey: It was noted that not all residents received the survey.
 - Train Station Parking is too expensive for residents and lack of adequate local public transport to station early mornings and evenings.
 - Station overflow parking on the west of the A507 is impractical for Arlesey residents due to the no-right turn from the A507.
 - Stotfold Road on-street parking was assumed to reduce traffic speed in the area.
 - It was assumed the current parking issues would move south of the War Memorial following introduction of the proposed restrictions in Zones 1-4. The committee disagreed with CBC's gauge that commuters would normally be prepared to walk up to 1000m from parking their car to a station.
- 22.9. CBC Traffic Management Committee will consider Officer's Report which will incorporate representations received. The resulting Traffic Orders will be a political decision.

23 PUBLIC PARTICIPATION

Residents of Chase Close made the following comments:

- On-street parking on Stotfold Road had caused a nuisance to residents in terms of visibility when leaving their driveways, and the traffic calming effect of parked vehicles was not considered factual.
- Residents were suffering inconvenience through driveways being blocked by on-street parking and an earlier Residents' Association Survey had confirmed that residents in the area supported the introduction of parking restrictions.

24 MINUTES OF THE PREVIOUS MEETING

Prior to the meeting members received a copy of the minutes of the Public Lands & Highways Committee meeting held on 3 November 2015.

RESOLVED

that the minutes of the Public Lands and Highways Committee held on 3 November 2015 be approved as true record of the meeting and be signed by the Chair.

25 ARLESEY – ON STREET PARKING CONSULTATION

25.1. Prior to the meeting members received a copy of the CBC Parking Consultation, as discussed under agenda item 3. Discussion followed.

25.2. **Standing Orders suspended:** Members of the public present were asked to give their opinion on the car parking proposals. A resident suggested that all areas within Zones 1-4 should be Resident Parking Zones only. A suggestion was also made that the Town Council liaises with local bus companies to improve public transport to the train station, particularly early mornings and evenings. Non-resident commuter parking was suggested as being a major factor in the current parking problems. **Standing Order reinstated.** Further discussion of the committee followed.

RESOLVED

the committee RECOMMEND that Town Council:

- 1) **Submit representations to local bus companies to seek an improvement in the provision of local bus services to and from the station.**
- 2) **Submit representations to Central Bedfordshire Council as follows:**
 - (a) **A higher proportion of resident bays parking will be required than the current proposals provide, in order to adequately satisfy resident demand.**
 - (b) **It is suggested that the number of the residents who purchase permits will far exceed the current spaces available within the proposed Resident Parking Zones, resulting in disadvantages to those who are unable to secure a space.**
 - (c) **On-street parking on Stotfold Road currently slows traffic in the area. The proposed parking restrictions may increase the speed of traffic resulting in safety concerns to children walking to local schools.**
 - (d) **The proposed restrictions will have the effect of moving the car parking issues past the War Memorial creating problems for residents in this area.**

3) Upload the consultation data to the Town Council website with commentary.

4) Delegate a member of the Town Council to attend and speak at CBC Traffic Management Committee on 4th February 2016.

26 GOTHIC MEDE ACADEMY CONSULTATION – PLAYING FIELD FENCING

26.1. Prior to the meeting members received a report and plan outlining GMA's intentions to erect a fence to enclose the school playing field. Cllr Stanbury explained to members the salient points as follows:

- Managing an open field requires a higher level of staff supervisors
- The open field is prone to dog mess, which takes time to be cleared prior to use and presents a health hazard to children
- GMA is keen to maintain good links with the community, and mini-youth pitches would still be accessible via the current school booking arrangements
- Vehicle access to the Council's Recreation Ground will be available via the rear of the MUGA, however pedestrian access needs to be considered.
- Access to the play area and the public footpath would not be affected.
- GMA have suggested that the fence height adjacent to the public footpath would be similar to the play area fencing height (approx. 3.5ft), with the fencing adjacent to the MUGA and at the rear of the field being higher.
- GMA would like to implement fencing proposals for Spring Term.

26.2 Discussion followed, resulting in the following issues being raised:

- The Council has no power to prevent GMA from fencing the area and their reasons for doing so were acknowledged as being valid.
- Access to Council's Recreation Ground to be further considered by Council.
- Vehicle access to the school field for special events such as the Fun Day may be impeded – it was suggested that Cllr Stanbury enquire about the possibility of including double-gates to allow vehicle access.
- Further time to consider the above issues was needed - Cllr Stanbury to liaise with GMA.

26.3. It was agreed that the next meeting of the Public Lands & Highways Committee consider the Community Centre parking issues as a whole. Cllr Livermore to provide a report to committee.

27 REVIEW OF FEES AND CHARGES FOR 2016/17

27.1. Cllr Want gave the committee a summary of issues identified by the Fees & Charges Working Party, as follows:

27.2. Hall Bookings:

- The WP were not yet in a position to provide a recommended pricing structure, however it is still the intention to introduce increases, based on standardised charges, with effect from 1st April 2016.
- One fee will apply to Arlesey based non-profit community groups/charities.
- One fee will apply to Arlesey residents.
- One fee will apply to commercial users.
- Current block booking charges affected by the increases will be reviewed and where necessary, staggered increases will be introduced to reduce the impact.
- Deposits paid and held to be clarified.
- Kitchen equipment provided to be reviewed.
- Kitchen & bar hire to be clarified.

27.3. **MUGA Bookings:**

- Charges to be simplified to provide consistency across all sports
- Resident and non-resident rate to be applied.
- Groundsman storage issues to be reviewed.

27.4. **Football Pitches:**

- Clarification required as to times of hire incorporated in current bookings.
- Additional bookings to be considered.

28 VILLAGE HALL & MUGA HIRE ISSUES

28.1. Prior to the meeting members received a copy of an email from a previous councillor which highlighted issues relating to the Village Hall kitchen and a summary of issues affecting the MUGA pitch and pavilion hire.

28.2. Other issues identified included:

- Current use of coat hooks in foyer by weekly group.
- Use of locked kitchen cupboard by twice-weekly group.
- First Aid Kit accessibility (Village Hall & MUGA Pavilion)

RESOLVED

that a Working Party is formed to include any member of the Council to review the Village Hall and MUGA hire issues identified.

29 ALLOTMENT FIELD FENCING

29.1. Prior to the meeting members were advised that the Groundsman was no longer in a position to undertake the fencing work. A summary of contractor quotations previously received was also disseminated.

RESOLVED

that the committee recommend Town Council accept the quotation from Countrywide Grounds Maintenance to supply materials and install a 925ft 2 wire fence along the allotment field boundary.

30 STREET LIGHTING CONTRACT RENEWAL & ADDITIONAL LAMP REQUEST

(a) Consideration of 3 year contract renewal: Prior to the meeting members were advised of TC Electricals pricing to continue the street lighting maintenance contract for the period 1st April 2016 – 31st March 2019.

RESOLVED

that the committee recommend Town Council accept the quotation from TC Electricals to maintain the Town Council's street lighting at a cost of £660 + VAT per annum.

(b) Resident request for additional lamp outside of 16 Old Oak Close: Prior to the meeting members were advised of the relevant history relating to street lighting in Old Oak Close. Discussion followed.

RESOLVED

that TC Electricals be asked to assess the adequacy of street lighting in Old Oak Close and advise Council accordingly.

31 NALC COMMUNITY INFRASTRUCTURE LEVY (CIL) REVIEW

Prior to the meeting members received a draft response prepared by Cllrs Want and Ward as delegated by Town Council.

RESOLVED

that the draft response be approved by the Committee (as delegated by Town Council) for immediate submission to NALC via the County Association.

32 MUGA PAVILION LEGIONELLA RISK ASSESSMENT

32.1. Prior to the meeting members received a copy of a quotation provided by Nemco Utilities (Central Beds Council contractor) to undertake a Legionella Risk Assessment on the MUGA Pavilion facility.

32.2. The Town Clerk advised that Nemco currently undertake the weekly Legionella checks on the Community Centre water system, which is charged through CBC's re-apportionment charges to the Town Council and other tenants. The checks are required to meet Health & Safety standards.

32.3 The MUGA pavilion is not currently included within the Nemco checks, due to ownership by Town Council. The proposed Risk Assessment is required to establish the level of risk and to establish what checks are required thereon. The site visit element of weekly checks would be reduced through using Nemco as a current contractor.

RESOLVED

that the committee recommend Town Council's approval of Nemco Legionella Risk Assessment cost of £213.50 +VAT.

33 DRAFT MAINTENANCE SCHEDULE 2016/17

33.1. Prior to the meeting members received a first draft of the Annual Maintenance Schedule prepared by the Town Clerk in consultation with the Groundsman and Assistant Clerk.

33.2. The Town Clerk advised members that the document should be annually reviewed by the Public Lands & Highways, with adoption by Town Council thereafter. Amendments to the document would be noted by the Town Clerk over the year, with an updated version being subject to the annual review.

33.3. The document was intended to provide an aid memoir to the Council and its staff and its scope extended to all land or property owned or managed by the Town Council.

33.4. Discussion took place. It was noted that vehicle checks should be undertaken by the driver at the beginning of each day of work. This would be incorporated into the final version for adoption. It was noted that the 'goal post maintenance' line had been left blank. The Clerk advised that the new goal posts may need maintenance once they have aged, and this line had been included in order to provide a prompt for future reference.

RESOLVED

that the committee recommend Town Council's adoption of the Annual Maintenance Schedule 2016/17, with the amendment to Vehicle Inspection line.

34 ARLESEY S106 FUNDING UTILISATION

Prior to the meeting members received a schedule detailing S106 monies allocated to Arlesey for specific projects. Discussion followed.

RESOLVED

that the Town Clerk provide a summary document for consideration at the next Public Lands & Highway committee meeting.

35 VILLAGE HALL HIRE AGREEMENT AMENDMENTS

- 35 (a) Prior to the meeting members received a summary of a hirers request to use and store 2 small electrical items, together with a recommendation from the Town Clerk regarding regulation of the equipment and its use.

RESOLVED

that the committee recommend Town Council's approval of the hirers request subject to controls to regulate the safety of the equipment and its use.

- 35 (b) Prior to the meeting members received proposed amendments to the Village Hall Hire Agreement. Further amendments were suggested by members as follows:

- **Item 15 to read:** Nothing nailed to the walls or ceiling, except by prior agreement of the Council, and the cost of any damage caused will be met by the hirer.
- **Item 23 to read:** Car parking facilities provided should be used responsibly. Vehicles and cycles are parked at owner's risk and the Council will not be responsible for any loss or damage incurred whilst on Council property. There should be no parking whatsoever of any vehicles on the pedestrian highway.
- **Item 29 to be deleted.**

RESOLVED

that the proposed amendments to the Village Hall Hire Agreement, including those suggested by members as stated above, be recommended to Council for approval.

36 ST PETER'S GRASSCUTTING REQUEST

- 36.1. Prior to the meeting members had received a report summarising a request from Revd Boulton for the Town Council to consider assisting the church with its grass cutting responsibilities.
- 36.2. Cllr Holloway advised the meeting that the church had utilised the services of Community Pay Back, which had resulted in issues regarding machinery use and service levels. A quotation of £6k per annum had been obtained by Revd Boulton from a commercial contractor.
- 36.3. A suggested contribution from the Town Council of 50% of these costs was tabled.
- 36.4. Discussion followed, including the eligibility of the church to apply for funds through the Town Council's grants scheme, and the powers of the Town Council to fund grass cutting of the churchyard.

RESOLVED

that an offer of assistance be made to Revd Boulton to obtain a wider range of commercial quotations for the churchyard grass cutting. The received

quotations to be considered by the next meeting of the Public Lands & Highways Committee.

37 RESIDENT COMMUNICATION

Prior to the meeting members received a summary of communications from a resident on the following issues:

(a) No smoking area around Village Hall enforcement issues: The committee noted that previous discussions by the Council on this matter had not resulted in the adoption of any policy.

(b) Parking on pavements: The committee noted that previous discussions by the Council on this matter had not resulted in the adoption of any policy.

RESOLVED

that the resident be advised that the Council has not adopted a policy on either of the above issues and further advise that the Council has no plans to work towards the adoption of policies on either of the above matters at the present time.

38 WAR MEMORIAL REFURBISHMENT – ‘ARLESEY REMEMBERS YOU’ REQUEST

Prior to the meeting members received details of a request from a member of the ARY team for the Town Council to initiate a funded project for the refurbishment of the war memorial, to include the repair of the soldiers nose and the addition of names not commemorated. Funding from Central Beds Council and/or The War Memorials Trust was suggested for investigation. Suggested timescale for completion to coincide with the 2018 First World War End Centenary.

RESOLVED

that the Town Clerk make enquiries with Central Bedfordshire Council and The War Memorial Trust to explore the possibility of obtaining funding for the project and defer back to the next meeting of the Public Lands & Highways Committee for further consideration.

39 LOLLIPOP PERSON PROVISION – CENTRAL BEDFORDSHIRE COUNCIL REPORT

Prior to the meeting members received a report from CBC's Diane Hind, Road Risk Advisor, detailing findings of her survey and her recommendation being that a Patrol Officer is not provided on High Street zebra crossing.

RESOLVED

that the Town Council liaise with the school and nursery to improve parents awareness of the danger to pedestrians and drivers in allowing children to walk/run ahead, particularly in relation to approaching the zebra crossing.

that clarification be sought by the Town Clerk from CBC as to whether the provision of a Lollipop Person was subject to CBC's approval or whether the Town Council could fund a patrol crossing supervisor contrary to Diane Hind's report.

40 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

There was no public participation on matters arising from the agenda.
Meeting closed at 9.45pm

CHAIRMAN
Date