

Minutes of a PUBLIC LANDS & HIGHWAYS COMMITTEE MEETING held on Tuesday 5 July 2016, in the Village Hall following the Extraordinary meeting of Arlesey Town Council.

PRESENT: Cllrs: J Want C Gravett
J Wallace J Randall
A Ward S Sarll
M Gould C Livermore (Item 16/90 onwards)

In attendance: Ms S Foulkes (Town Clerk), Cllrs C Ferris, M Holloway and J Randall and 1 member of the public.

16/84 ELECTION OF COMMITTEE CHAIRMAN & VICE CHAIR FOR ENSUING YEAR

Nominations were sought for the positions of Public Lands & Highways Committee Chairman and Vice Chair for ensuing year followed by election.

Chairman: Cllr Wallace was nominated by Cllr Want and seconded by Cllr Ward.

RESOLVED

that Cllr Wallace be elected Chairman of the Public Lands & Highways Committee for the ensuing year.

Vice Chair: Cllr Livermore was nominated by Cllr Wallace and seconded by Cllr Want.

RESOLVED

that Cllr Livermore be elected Vice Chair of the Public Lands & Highways Committee for the ensuing year.

16/85 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs P Chillery, and C Livermore for late arrival.

16/86 MEMBERS' INTERESTS

No declarations of interest were received.

16/87 PUBLIC PARTICIPATION

There was no public participation.

16/88 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 May 2016.

RESOLVED

that the minutes of the Public Lands and Highways Committee held on 3 May 2016 be approved as true record of the meeting and be signed by the Chair.

16/89 MATTERS ARISING

89.1. **Page 19-20/Minute 66 - Arlesey Street Cleansing schedule confirmed.** High Street, Station Road and Hospital Road undertaken twice weekly, other areas undertaken twice on a 6 weekly rota.

- 89.2. **Page 22/Minute 79 – Welcome to Arlesey Sign:** The donated Arlesey White Bricks are held in the cemetery store. Cllr Sarll to provide the Clerk with contact details of donator to enable enquiries to be made regarding retaining the bricks for a future village sign project. Deferred to next meeting.

16/90 REVIEW OF FEES AND CHARGES FOR 2016/17

Prior to the meeting members received a report from the Fees & Charges Review Working Party with recommendations.

- 90.1. **Village Hall Fees:** Increases for individual hirers were recommended to become effective from 1st September 2016, with no variation in charges for mornings, afternoons and evenings. Existing block booking increases to be phased in by 1st January 2017. All hirers to pay a £50 deposit. Storage of hirers equipment to be resolved. A kitchen refit is recommended, subject to discussions with CBC, and the purchase of basic kitchen equipment was suggested with a maximum budget of £500.

RESOLVED

that the committee recommend the Council approve the Working Party suggested Village Hall Letting Charges and timescales. All hirers to pay a deposit of £50. Clerk to liaise with block booking hirers regarding price increases and storages issues and with CBC regarding a kitchen refit and arrange kitchen equipment purchases up a maximum of £500.

- 90.2. **MUGA Fees:** The Working Party suggested that a 1 hour hire was unfair to sports, such as tennis, where a set-up time is required and therefore recommended hire time of 90 minutes. Mandatory £50 deposit payable. Storage for maintenance equipment required and use of kitchen facilities would be welcomed by Arlesey Town Youth FC. Planning permissions to be explored. Cllr Sarll to co-ordinate a deep clean of the pavilion. Quotations for repairs to windows to be obtained. A MUGA Working Party is required to work with ATYFC to explore funding options for building and surface improvements.

RESOLVED

- that committee recommend the Council approve the Working Party suggested MUGA/Pavilion Hire Charges and that a MUGA Working Party be formed, consisting of Cllrs Want, Sarll and Gravett to work on achieving improvements to the facility with ATYFC. Quotations for broken windows to be obtained. Deep clean to be arranged by**

- 90.3. **Football Pitches Fees:** Exclusive use by ATYFC recommended by the Working Party due to complications with fixtures, line-marking and increased grounds maintenance which would result from increased usage.

RESOLVED

that the committee recommend the Council approve the exclusive use of the pitches by ATYFC at £100 per season for the next 3 years (2016/17, 2017/18 and 2018/19).

- 90.4. **Other Fees - Allotments fees and Litter Pick:** The Working Party recommended Allotment rent increases from £35.27 to £37.60 (full rate) and from £17.63 to £18.75 (OAP) fixed for 3 years, and Litter Pick increase from £51.42 to £55.00 fixed for 3 years.

RESOLVED

that the committee recommend the Council approve the suggested Allotment and Litter Pick increases effective from next renewal dates.

16/91 **MUGA PROPERTY MAINTENANCE**

Prior to the meeting members were provided with a summary of court lining quotations. Questions relating to the durability of the slip surface, guarantee and the Netball season were raised.

RESOLVED

that the matter be deferred to next Council meeting to enable clarification on these matters to be sought.

16/92 **MUGA WATER RISK ASSESSMENT**

Prior to the meeting members were provided with a copy of the MUGA Pavilion Water Risk Assessment: A number of actions had been identified, including physical remedial works in addition to a monthly monitoring regime. The Clerk had met with a representative of Harrisons Property Maintenance who would be providing a quotation for work to pipework and replacement of showerheads as an alternative option. NEMCO has provided a quotation for monthly monitoring via CBC contract for rebilling to the Town Council.

RESOLVED

that the committee recommend Council approve the annual cost of £292.11 for monthly monitoring of temperatures, quarterly shower cleans and annual TMV failsafe tests.

16/93 **UPDATE: COMMUNITY CENTRE & MUGA BUILDING FIRE RISK ASSESSMENTS**

Members noted completed and ongoing actions, including Fire Extinguisher service costs for June 2016. Cllr Sarll agreed to work with the Clerk to achieve further progress on the outstanding matters. Deferred to next meeting.

RESOLVED

that the committee recommend Council approve the Fire Extinguisher service costs subject to the Clerk liaising with CBC regarding the apportionment of costs.

16/94 **RECREATION GROUND ENTRANCE**

Members were asked to consider quotations for the removal of 4 bollards to improve vehicular access to the recreation ground, as delegated by Town Council on 21st June 2016.

RESOLVED

that the committee approve the Country Grounds Maintenance quotation of £170.00.

16/95 **PLAY AREA & RECREATION GROUND EQUIPMENT RoSPA INSPECTIONS MAY 2016**

Prior to the meeting members received copies of the RoSPA inspections as follows:

- Play area (recreation ground)
- Fitness trail (recreation ground)
- Basketball pitch (recreation ground)
- Turn fly (recreation ground)
- Kick wall (recreation ground)
- Youth shelter (recreation ground)
- Skate park
- Playing field
- BMX bike trail
- Play area (St John's Road)

Discussion took place on specific items identified within a summary provided by the Clerk.

RESOLVED

that the committee recommend Council approve the following actions:

- Turn Fly equipment be removed
- Anti-climb paint be applied to the ATYFC storage unit and warning signage displayed
- Recreation Ground fencing, access and MUGA court gate issues to be carried forward to the next meeting
- Cllr Gravett to liaise with users of the Skatepark and BMX Bike Trail to establish their opinion on the replacement of the cycle-rocker-seesaw (ramp) item.
- Cllr Sarll make contact with her contact in Shefford.

16/96 RECREATION GROUND & PLAY AREAS MEMBER DELEGATION

Members were asked to appoint a member to monitor the recreation ground/play areas and liaise with the Town Clerk on associated matters.

RESOLVED

that Cllr Sarll be appointed to monitor the recreation ground/play areas and liaise with the Town Clerk on associated matters. A list of ongoing issues be drawn up.

16/97 CEMETERY MEMBER DELEGATION

Members were asked to appoint a member to monitor the cemetery and liaise with the Town Clerk on associated matters.

RESOLVED

that Cllr Ward be appointed to monitor the cemetery and liaise with the Town Clerk on associated matters. A list of ongoing issues be drawn up.

16/98 CENTENARY FIELDS PROGRAMME

Members were asked to consider whether they wished to nominate a green space for dedication as a Centenary Field to commemorate Battle of the Somme. Discussion took place on the merits and the cost of registering with the programme. Cllr Gravett agreed to raise the matter with the Arlesey Remembers You committee in relation to the Memorial Copse project already underway.

16/99 CCTV WORKING PARTY UPDATE

Cllr Wallace provided members with an update on his enquires regarding ANPR cameras. Average Speed cameras were noted as an alternative option. Suppliers had been contacted but costs had yet to be determined. Cllr Gould to join Working Party and assist Cllr Wallace. Deferred to next meeting.

16/100 LOLLIPOP PERSON PROVISION

Members were asked to consider the delegation of a member to explore sponsorship and funding options.

RESOLVED

that Cllrs Gould and Ward form a Working Party to explore sponsorship and approach Gothic Mede Academy's new Principal in September 2016.

16/101 COMMUNITY CENTRE CAR PARKING AND PEDESTRIAN SAFETY

Members noted ongoing investigations into the achievement of improvements to the shared car park. Deferred to next meeting.

16/102 GRASS VERGE MAINTENANCE

Members noted ongoing enquiries into the legalities of grass verge preservation by the Town Council. Deferred to next meeting.

16/103 S106 FUNDING

Members noted ongoing enquiries by Town Clerk into use of S106 monies. Deferred to next meeting.

16/104 VOLUNTARY DOG WARDEN SCHEME REQUEST

Cllr Ferris provided members with a brief update on progress made. He advised members that he and Mrs K. Lindskog had met and discussed a 'Responsible Dog Owners' scheme. Falkirk provided a model scheme which Mrs Lindskog was researching. Cllr Ferris would report back to Council when further information was available.

16/105 MEMORIAL BENCH

Members were asked to consider a resident's suggestion for the provision of a memorial bench in memory of the late Mr. N. Daniels. Discussion took place after which no proposal was tabled.

16/106 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

There was no public participation.

CHAIRMAN

Date