

**A meeting of the PUBLIC LANDS & HIGHWAYS COMMITTEE, Arlesey Town Council held in the Village Hall, High Street, Arlesey, on Tuesday 2 April 2019 at 7.00pm.**

**PRESENT:** Cllrs: J Wallace (Chairman) M Holloway  
S Hamilton S Sarll

**In attendance:** Mrs J Bailey (Town Clerk), no members of the public were present.

**18/034 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Livermore and Want

**18/035 DECLARATIONS OF INTEREST AND DISPENSATIONS**

*(Members of the Council are invited to disclose any personal interest or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members)*

035.1 To receive declarations of interest from councillors on items on the agenda.

**Cllr Wallace – Agenda item 9.3 v – Friendship with potential long-term hirer.**

035.2 To receive written requests for dispensations for disclosable pecuniary interests.

**None received.**

035.3 To grant any requests for dispensation as appropriate.

**None received.**

**18/036 PUBLIC PARTICIPATION**

There was no public participation.

**18/037 MINUTES OF THE PREVIOUS MEETING**

To consider and approve the minutes of the Public Lands & Highways Committee meetings held on 5<sup>th</sup> February 2019.

**RESOLVED that the minutes of the Public Lands & Highways Committee meeting held on 5<sup>th</sup> February 2019 be approved as true record of the meeting and be signed by the Chair.**

**18/038 MATTERS ARISING - For information only**

CBC had refused funding request for salt bin provision in Primrose Close.

**18/039 HIGHWAYS ISSUES**

039.1 **Great British Spring Clean 2019** – the absence of Cllr Livermore resulted in deferral of scheduling a date for event and proposed areas to be litter picked. Members noted that no free equipment would be available from CBC other than refuse sacks as equipment had been provided 2017.

**18/040 COMMUNITY CENTRE**

040.1 Members considered requirement for provision of cigarette bin outside Village Hall to enable safe and tidy disposal of stubs, and permission required from Central Bedfordshire Council to provide/ install.

**Committee Recommendation** that Council seek permission from Central Bedfordshire Council to install a cigarette bin on outside wall of Community Centre. Bin to be purchased by Arlesey Town Council at an approximate cost of £20 +VAT.

- 040.2 **Back Stage Facilities** – Members noted completion of reinstatement of washroom facilities at back of stage area enabling hall use for stage productions. Costs covered by Landlord- CBC.
- 040.3 **Refuse disposal** –Recent issues experienced with refuse collection/storage and actions taken to remedy were explained to Members. Bulk disposal charge and method to rectify situation going forward were discussed.

**Committee Recommendation** that the Council proceed with replacing one of the current general waste collection vessels with a recycling bin as per minute 18/126.3, and monitor refuse levels for Resource Centre, Town Council Office, Community Centre and Medical Centre. A charge of £14.00 for removal of excess waste via Town Council skip to be issued to Medical Centre.

#### **18/041 MUGA**

- 041.1 **MUGA Grand Opening** Cllr Livermore had met with Youth Football Club Chairman, Cindy Dixon, suitable dates for Opening Ceremony are being explored. Further organisation to take place between Town Clerk and ATYFC Chair.

#### **18/042 REVIEW OF HIRE CHARGES AND FEES**

- 042.1 **VILLAGE HALL FEES AND CHARGES:** Members considered proposed amendments to hire fees last reviewed 2016.

- i) Village Hall hourly hire fees
- ii) Bar room hire
- iii) Stage spotlights hire
- iv) PPL/PRS charge per session
- v) Live performances session
- vi) All day booking rates

**Committee Recommendation** that the Council amend as follows:

**i) Village Hall hourly hire fees:**

**Block bookings to be amended as per rates appended to Agenda. Parent & Toddler hire charge to remain unchanged at current rate.**

**Commercial Weekday hire £14.50 per hour**

**Commercial Weekend hire £16.00 per hour**

**Non-profit/resident Week day hire £10.00 per hour**

**Non-profit/resident Weekend hire £11.00 per hour**

**Non resident Week day hire £12.50 per hour**

**Non resident Weekend hire £14.00 per hour**

**ii) Bar room hire fee to be revoked – hire to be included in regular hourly fee.**

**iii) Stage spotlights hire fee to be revoked – use included in regular hourly fee to stipulate for Production use only.**

**iv) PPL/PRS – fee to be revoked**

**v) Live performance session to be charged at standard commercial hire rate.**

**vi) All day booking rates to be revoked and standard hire rates applied.**

042.2 **RESOURCE CENTRE FEES** –Members considered current hire fees and proposal of increases to hire fees last reviewed 2016.

- i) Hourly hire fee
- ii) Computer Course fee

**Committee Recommendation** that following review, the Council do not amend current hire fees for Resource Centre.

042.3 **MUGA HIRE CHARGES** – Members considered hire fees last reviewed 2016.

- i) Pitch fees
- ii) Changing rooms
- iii) Meeting room
- iv) Floodlights
- v) Kitchen provision – to consider long term hire proposal and fees applicable.

**Committee Recommendation** that the Council approve en-bloc amendments to charges as appended to agenda. **Terms and Conditions of MUGA hire to state “additional utility charges incurred as a result of lighting being left on following hire, will be passed on to the hirer responsible”. Block booking kitchen hire fee to be set at £7.50 per hour to be reviewed after 6 months, charge for storage of equipment to be considered and logistics thereof.**

042.4 **CEMETERY FEES** - Members considered proposed amendments to cemetery fees Last increase applied April 2014

- i) Plot purchase fees inclusive of Grant of Exclusive Rights
- ii) Internment fees
- iii) Transfer of Exclusive Rights of Burial fee
- iv) Memorial fees
- v) Reserved plaque fee

**Committee Recommendation** that the Council approve en-bloc amendments to charges as appended to agenda.

042.5 **SERVICES FEES** - Members considered and reviewed hire fees last reviewed April 2018.

- i) Litter picking services
- ii) Refuse disposal

**Committee Recommendation** that the Council approve to increase quarterly litter picking charge to £60.00+VAT and quarterly refuse collection charge to £91.00 +VAT.

042.6 **FOOTBALL PITCH FEES** – Members reviewed hire fees last reviewed 2016.

Grass football pitch hire per season.

**Committee Recommendation** that the Council approve the hire fees for football pitches for 2019 season to remain unchanged.

042.7 **ALLOTMENT TENANCIES** - Members reviewed yearly rental fees last amended 2016 implemented October 2017 – 1 years notice of fee increase required in accordance with Section 1 of the Allotment Act 1950.

**Committee Recommendation that the Council approve increase in allotment tenancy fees to £40.00 for standard tenancy and £20.00 for concessionary rate tenancies, to be implemented Sept 2020 in accordance with Section 1 of the Allotment Act 1950.**

**18/043 RECREATION GROUND AND PLAY AREAS**

Members noted RoSPA 2018 actions taken in accordance with inspections and minor issues outstanding.

**18/044 CEMETERY**

**Electricity Smart Meter** – Members acknowledged that a smart meter is scheduled to be fitted to cemetery store April 2019.

**18/045 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

There was no public participation.

Meeting Closed: 8.30pm