

**MINUTES OF THE ENVIRONMENT & AMENITIES COMMITTEE HELD ON  
TUESDAY 12<sup>th</sup> APRIL 2016, AT 6PM**

**Present:** - Councillors M. Sztymiak (Chairman), P Clatworthy, M. Poxon, S. Raywood, C Danter and J Badham

Also in attendance: - Mr A. Snarey

**1. Apologies**

Karen Brennan. A Smith

The Chairman reminded Committee members that they should give apologies if they cannot attend.

**2. Declarations of Interest**

Name	Interest
Councillor M. Sztymiak	Borough & County Councillor

**3. Dispensations**

None

**4. Minutes of the meeting held on 23<sup>rd</sup> February 2016**

**RESOLVED:** - that the minutes be agreed as a correct record and that the Town Clerk aim to provide future minutes within one week of each meeting.

**5. Work Programme**

**Item 4** – Bus Stops – Gloucestershire County Council has installed 2 new bus shelters, one at Morrisons and one other. The Chairman expressed his disappointment that TTC were not involved in press coverage of these. It was resolved that the Clerk to contact the County Council to discern who should clean and insure the new bus shelters.

**Item 6** – Derek Graham Park (i) Severn Trent – contact by the Clerk to restore damage by sewerage flooding. Report at next meeting. (ii) Repairs to play equipment. Work commissioned by previous Clerk has not started. Clerk to investigate. Report at next meeting.

**Item 7** – Mitton. Lottery Grant submitted – clerk to chase early May. Project is £8 - £10K short. Sponsorship of benches may be an option. There is a Tesco plastic bag fund available. Chairman to investigate.

**Item 13** – Queen’s 90<sup>th</sup> Birthday. Litter pick proposed for Sunday 26<sup>th</sup> June 2 – 4 pm to include ‘bring and share’ at the Town Hall. The Town Crier to be co-ordinated.

**6. Risk Report**

Cash Handling Risk to be reduced from Medium to Low.

## 7. **Inventory Update**

**Dog Bins:** Clerk has contacted the Borough Council. The list is with Democratic Services Dept but they are currently working on a new Police Commissioner project and haven't had time to reply. Update is that in 2006 when Dog Wardens were disbanded and a list of dog bins was made. It was resolved that the Town Clerk to bring a report to next meeting.

**Litter Bins:** The list provided is not complete. Councillors discussed maintenance costs being split between TTC and TBC. Councillors were asked to make additions and email the Clerk. Councillor Danter requested updates on Gravel Walk bin and Barton Street Bin. It was resolved that the Clerk to report back at next meeting.

## 8. **Play Areas Updates**

### i. **Safety Checks**

The Clerk has arranged for clear print outs to be sent by the Borough for use at meetings on a monthly basis.

### ii. **Canterbury Leys**

Is being handed back to the Borough Council.

### iii. **Warwick Place**

Will be developed after Mitton with £20,000 input by TTC over 2 years.

### iv. **Mitton**

Is being developed by Grants.

### v. **Derek Graham**

See Work Programme above.

## 9. **Toilets Update**

### **Gloucester Road & Spring Gardens**

The income reports provided by the Clerk were noted.

## 10. **Emergency Plan**

The Chairman to meet with the Town Clerk to update and set a date for a practice.

## 11. **Neighbourhood Development Plan**

Councillor Raywood updated the Committee on the NDP. Annual meeting report currently being prepared and there will be notes attached for attendees to read. There is no fixed programme yet. There have been questionnaires returned and feedback so far has highlighted open spaces and doctors surgeries. Councillor Poxon asked about car parking and on street parking and Councillor Raywood explained this is being investigated by the County Council.

**12. Budget Position**

The Clerk provided end of year finance reports on the Public Conveniences, Public areas and Highways and Footpaths. It was resolved that the Town Clerk to prepare and circulate a final balance, to report with a summary of Income and Expenditure. Toilet operatives salary – figures to be provided alongside Reports at next meeting.

**13. Queen's Birthday - See Work Schedule.**

**14. Prickly Bushes**

As these may hinder access to water and electricity meters it was decided to have warning signs made for the side of the building pointing out CCTV operations. The Town Clerk to action.

**15. Cleaning and Maintenance Contract**

Committee budget is £33,750. Within this the Committee decided the following should be included:

**Weed spraying** - 15 days per year. 7 in Spring (May) 8 in Autumn (Sept).

**Litter Picking** – ½ day 3 times a week.

**Contract monitoring** – should be included and a definitive list of streets and alleyways proposed. The specification also needs to include consumables. Clerk to arrange meeting of Working Group for Maintenance Contract Specification ASAP.

**16. Any Other Business**

**Open Spaces Survey** to be passed to Finance Committee as it involves Section 106 money. Environment and Amenities Committee agreed to then complete the survey and return.

**Chamber of Commerce Grant**

Councillor Brennan has secured a grant to move the CCTV to TBC. Information provided by Councillor Brennan was discussed and the Committee asked for clarification on the financial costs. Clerk to update at the next meeting.

The meeting ended at 8.20pm