

**MINUTES OF THE EXTRAORDINARY ENVIRONMENT & AMENITIES
COMMITTEE HELD ON WEDNESDAY 16TH NOVEMBER 2016, AT 6PM**

Present: Councillors M Sztymiak (Chairman), P Clatworthy, H Burns, M Poxon and S Raywood.

1. Apologies

- i. Cllr K Brennan
- ii. Cllr A Smith
- iii. Cllr C Danter

2. Declarations of Interest

Name	Interest
Cllr M Sztymiak	Tewkesbury Borough & County Councillor

3. Dispensations

None

4. To decide the final specification and contract value for the cleaning & maintenance of Tewkesbury Town Council's assets during 2017/2018

- i. Existing specification

Councillors received and noted the existing specification for cleaning and maintenance works currently carried out by Cleanspace.

- ii. Previous specification

Councillors received and noted the previous specification for cleaning and maintenance works carried out by Cleanspace until June 2016.

- iii. Content analysis of the weekly work sheets completed by maintenance staff

Cllr Sztymiak said that having looked at Cleanspace's timesheets the current split of 80% Environment & Amenities 20% Buildings and Moorings was not accurate. He noted that it should be 60% Buildings & Moorings and 40% Environment & Amenities. He proposed to give this breakdown to Full Council for budget preparation. The committee were all in favour of this. The meeting then became inquorate as Cllr Poxon left at 6.45pm. Members decided to continue as an informal working group.

- iv. Matters to consider

Councillors agreed the need to identify tasks to be performed and the 40% rate for Environment & Amenities. Cllr Sztymiak informed the committee that he had alerted Cllr Workman to these results. It was noted that Cllr Workman would now need to see the timesheets in order to respond to the committee's issues over apportionment. It was resolved that the decision over whether to have the contract in house or outsourced would be a decision for a separate Committee.

Councillor agreed the need to identify the tasks to be performed and discussed the details of the Environment & Amenities requirements. It was resolved that since litter picking took place on the Ham the Severn Ham committee should contribute to the budget. It was furthermore noted that the work included moorings maintenance, litter picking of Riverside Walk and Healings Mill, which fell under the remit of the Buildings & Moorings committee.

Councillors discussed the skills required of a maintenance person. A distinction was drawn between the “skilled” and “manual” experience required. Councillors resolved that the maintenance person must have access to a vehicle and be paid mileage for their work. They also noted that the person should have civic pride.

It was noted that there are times on the schedule when two people will be necessary. Councillor looked at jobs listed on previous timesheets and produced a list. The committee listed a total of 35 hours for Environment & Amenities committee, leaving an extra 45 hours to be dedicated to Buildings & Moorings if the contract is to remain at 80 hours. The Clerk reminded councillors that the Buildings & Moorings committee would need an Extraordinary Meeting in November to set a budget and decide their portion of the Cleaning and Maintenance specification.

The committee decided on the following jobs and hours:

Skilled/Manual	Description	Length
M	Litter Picking	10 hours per week
M	Seasonal Weeding	5 hours per week
S+M	Warwick Place Park	2 hours per week
		<i>1 session per week</i>
S+M	Derek Graham Park	4 hours per week
		<i>2 sessions per week</i>
S+M	Mitton Play Park	2 hours per week
		<i>1 session per week</i>
S+M	Bredon Road Park	4 hours per week
		<i>2 sessions per week</i>
S+M	Bus Shelters Maintenance	1 hour per week
		<i>10 sessions per year</i>
S+M	Maintenance and Meter Reading	4 hours per week
S+M	Speed Sign Positioning	1 hour per week
S+M	Benches Maintenance	2 hours per week
	Total	35 hours per week

Councillors agreed to continue with 30 hours a week of toilet cleaning services. The committee decided to use a town centre map to apportion 5 areas for road and alleyway maintenance.

Area 1	Area 2	Area 3	Area 4	Area 5
Gas Alley Hollams Road Cotteswold Road	Station Road Chance Street (part) Gravel Walk Trinity School Walk	Sun Street Oldbury Road Red Lane Back of Avon Smith's Lane Charleswood Alley Quay Street	Eagles Alley Machine Court Warder's Alley Old Post Office Alley Walls Court Fryzers Court Roses Court Nelson Street Tozey Lane	Barton Street (part) Church Street (part) Yarnell's Alley Fish Alley Hughes Alley Fletcher's Alley Compton's Alley Lilley's Alley Swilgate Road Orchard Court

The meeting ended at 7:55pm