

**MINUTES OF THE ENVIRONMENT & AMENITIES COMMITTEE HELD ON
TUESDAY 29TH NOVEMBER 2016, AT 6PM**

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

1. Apologies

- i. Cllr K Brennan
- ii. Cllr A Smith

The meeting started at 6.30pm due to traffic problems affecting attendees.

2. Declarations of Interest

Name	Interest
Cllr M Sztymiak	Tewkesbury Borough & County Councillor

3. Dispensations

None

4. To approve the minutes of the meeting held on 18th October 2016

Resolved that the minutes of the meeting be agreed as a correct record.

5. To approve the minutes of the extraordinary meeting held on 16th November 2016

Cllr Poxon noted that as the meeting had become inquorate part way through when he left only the decisions made up to that point should be recorded. Resolved that the amended minutes of the meeting be agreed as a correct record up to section 4(iii).

6. Work programme

Councillors noted that the grant for CCTV provision in the Town had been received. They discussed the reasoning behind the grant and the Clerk delivered a report from RedHand noting that RedHand did not take part in the decision. Cllr Sztymiak asked for a report from Cllr Brennan explaining why she did not discuss the matter of moving CCTV equipment with RedHand. He asked whether the grant could instead be used for updating equipment.

It was agreed that during the time set aside for moving the speed restrictor the Sandhoppers will also be maintained. It was requested that this be added to the list of works in the maintenance specification.

7. To receive an inventory update

- i. Request for a replacement bin on the High Street next to the bus shelter opposite Subway

Councillors agreed to replace the bin. Cllr Burns agreed to send an image of the previous bin to the Clerk.

Signed, Chairman...../...../.....

ii. Feedback on the bin at Stonehills

Councillors agreed to a £345 concrete bin for Stonehills.

iii. Roses bus shelter

No installation date was given.

iv. Bus shelter on Digby Drive, Mitton

Cllr Sztymiak explained that this was initiated by Marina Court residents with Gloucestershire County Council given funding to place it. The Clerk was asked to write to Jonathan to remind him to consult with the Town Council about purchasing bus shelters that it will be required to maintain in the future. It was also asked that the Clerk check that the Town council will be expected to maintain the Digby Drive shelter and to agree to do so if this is the case.

8. To agree a Memorial Bench programme of Delivery and Budget

It was noted that High Street benches would not be acceptable to have green and black plastic recycled. It was agreed to have the style of bench that is outside the Town Hall for the rest of the High Street. It was agreed that members of the public are to pay for a bench if they want it as a memorial with a cost of £500 for the High Street and £475 for recycled plastic in the garden. The Clerk was asked to write to members of the public who have requested memorial benches and ask them to pay, then bring feedback on how many will.

It was agreed that £4000 would be set aside in the next financial year for a total of 7 new benches for the High Street.

9. To receive Play Areas updates from Town Clerk

i. Warwick Place

The Clerk informed Councillors that Heart of Priors Park were awarded £1000 for the services of a play park designer. The Town Council currently holds £10,000 for this park which will be transferred to next year's budget. Cllr Sztymiak noted that firm plans would need to be in place by March/April for work to start. Cllr Poxon asked what funding had been received from Tewkesbury Borough Council and Gav Preedy stated that he has met Martha Mundy and will meet again in February to look at funding.

Cllr Sztymiak noted that planning would need to begin in December/January and Gav Preedy said he will urge providers to get info to them. The Clerk was asked to write a specification and then invite tenders, and she reminded Councillors that a tendering company could not write the spec. Gav Preedy also noted that the community would like disabled access and picnic areas in the park, as well as bike racks.

It was noted that the dome in Warwick Place will be mended, the swing frame will be taken down, and the trim trail would be removed. Two

benches will also be replaced. The Active Together Grant from Gloucestershire County Council was £10,000 for two parks, Mitton and Warwick Place. Cllr Sztymiak asked the Clerk to request both parts of the grant but explain to Paul Cooke that there may be a delay in the work starting at Warwick Place. Councillors also confirmed that they had previously agreed to take £20,000 from reserves as the Town Council's contribution.

ii. Mitton

It was noted that Jupiter Play has added delivery charges and these will need to be paid by the Town Council.

iii. Derek Graham

There were no updates regarding the Derek Graham park.

iv. Bredon Road

The Clerk reported on a proposed area for taking over at Bredon Road Park. She has been on a tour with Tewkesbury Borough Council and they will make a proposal for transfer to the Town Council which it will consider. This confirmation will also detail the funding available to maintain it.

10. To receive the Playground Inspection report

Maintenance works at Derek Graham had been completed, whilst works at Warwick Place had been commissioned and were underway.

11. To agree the profile work specification produced by members at the meeting on 16th November 2016

All members agreed that a total of 35 hours of work were required. Lists were created on street clearing from map. Cllr Burns asked that the name "Litter picking" be changed to "Environmental maintenance" in order to encompass activities such as salt spreading and weed removal and all agreed.

Cllr Poxon did not agree to the streets suggested on the litter picking list and proposed to remove areas one and two on the provided draft. Cllr Clatworthy noted that she lived in Chance Street and so would not comment. Cllr Raywood agreed to move Trinity School Walk to include it in area three. Cllr Burns requested that Lankett Lane and the Lane over Iron Bridge around the crick club be added to area five. It was agreed that these streets would be the only ones to be cleaned and for a total of 15 hours a week.

12. To recommend a replacement scheme and designs for the High Street benches

Councillors agreed the replacement scheme and designs as provided.

13. To consider a Youth Engagement policy

Cllr Burns had visited a Business Breakfast at which GMAS gave a speech about having started up a 3rd Sector Services Charity to run youth services. They have

engaged youths in Brockworth including a Youth Council. It was proposed that GMAS could come and give a talk to the Town Council to explain how TTC could engage. Cllr Sztymiak agreed that TTC doesn't engage with youth and GMAS might help with that. The Borough Council now targets their youth provision with no general provision offered. The Town Council has in the past given grants to Scouts and Sea Cadets.

Cllr Danter noted that the Borough Council funds Priors Park Neighbourhood Project to employ Young Gloucestershire and the Town Council could support this financially. Cllr Clatworthy also noted that the Remembrance Day parade involved lots of children. Cllr Danter suggest that the Town Council could provide a start-up grant for new youth groups, but not try to supply youth workers. Cllr Raywood said that the Town Council could try to provide something new in partnership with other groups. Unstructured groups need support as well as uniformed groups.

Cllr Sztymiak agreed that GMAS could come and present at Full Council and the Clerk was also asked to arrange this. The Clerk was asked to contact Lesa West at Tewkesbury Borough Council to ask about partnership working including community safety and to submit budget figures. Gav Preedy added that Heart of Priors Park had a football team and that Priors Park Neighbourhood Project looked after special projects.

14. To carry out Budget Planning for the 2017/2018 Financial Year

It was agreed that the Warwick Place budget would be ring-fenced and moved to the next financial year. It was noted that if the Cleaning & Maintenance contract value was £60,000 for 2 full time workers (80 hours) then Environment & Amenities committee's 35% of this would be approximately £27,000.

Councillors also made changes to existing budget figures based on current spending information provided by the Clerk and the Clerk noted these decisions. The Clerk was also requested to contact Tewkesbury Borough Council to ascertain the value of the Council Tax reduction support grant this year.

The meeting ended at 9:30pm.

TEWKESBURY TOWN COUNCIL CLEANING AND MAINTENANCE SPECIFICATION

Environment & Amenities Committee		
Skilled/Manual	Description	Length
M	Environmental Maintenance – <i>Litter Picking, Salt Spreading, Weed Removal, etc.</i>	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 and Salt Bins	1 hour per week
S+M	Benches Maintenance	2 hours per week
	Total	35 hours per week

TEWKESBURY TOWN COUNCIL CLEANING AND MAINTENANCE SPECIFICATION

Buildings & Moorings Committee		
Skilled/Manual	Description	Length
M	Town Hall – <i>Cleaning and setting up</i>	15 hours per week
M	George Watson Memorial Hall – <i>Cleaning and setting up</i>	15 hours per week
S+M	General Maintenance – <i>Street, Watson Hall, Town Hall, War Memorial, Moorings</i>	15 hours per week
	Total	45 hours per week

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TEWKESBURY TOWN COUNCIL CLEANING AND MAINTENANCE SPECIFICATION

Litter Pick Areas (5 hours per area)		
Area 1	Area 2	Area 3
Sun Street	Eagles Alley	Barton Street part
Oldbury Road	Machine Court	Church Street part
Red Lane	Warder's Alley	Yarnell's Alley
Back of Avon	Old Post Office Alley	Fish Alley
Smith's Lane	Walls Court	Hughes Alley
Charleswood Alley	Fryzers Court	Fletcher's Alley
Quay Street	Roses Court	Compton's Alley
Trinity School Walk	Nelson Street	Lilley's Alley
	Tozey Lane	Swilgate Road
		Orchard Court
		Lankett Lane
		Lane over iron bridge around the cricket club

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