

**MINUTES OF THE ENVIRONMENT & AMENITIES COMMITTEE HELD ON
TUESDAY 4th APRIL 2017, AT 6PM**

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

1. **Apologies:** Cllr K Brennan via Cllr M Poxon
Cllr A Smith

2. **Declarations of Interest**

Name	Interest
Cllr M Sztymiak	Tewkesbury Borough & Gloucestershire County Councillor

3. Dispensations <i>None</i>	ACTION
<p>4. To approve the minutes of the meeting held on 28th February 2017</p> <p>The minutes were agreed and signed as a true record.</p> <p>5. Work Programme:</p> <p>Cllr Poxon has produced a new version of the work programme. Cllr Danter proposed this format be adopted by the Clerk. This was seconded by Cllr Burns and all in favour. The Committee discussed the document work programme and updated the Clerk's actions.</p> <p>It was resolved that the Clerk adopt the E&A work programme style</p> <p>6. To receive an update on the CCTV Grant project from Cllr Brennan</p> <p>Cllr Brennan was not available to provide a Report. This item remains on the work programme</p>	
<p>7. To receive an update from the Clerk on the Grass Cutting and Strimming Contract</p> <p>Cllr Sztymiak updated the Committee on the tenders process. The Clerk gave details on who the contract was awarded to and an update on the work done so far.</p>	

8. To receive an update on the development of Warwick Place Park. Presentation by Gavin Preedy of HOPP

The Committee received an update from Gavin Preedy of HOPP on the 3 plans from Playdale, Wicksteed and Kompan which have been received so far. Prices varied between £100K and £60K. HOPP Committee like the Wicksteed plan because it incorporated disabled access. Cllr Sztymiak explained that the Committee would like to include the children of Queen Margaret School in the consultancy process. The Clerk will circulate the email to the whole committee with advice from Gloucestershire Playing Fields Association. Cllr Sztymiak said the equipment companies need to provide future maintenance costs.

Clerk

HOPP would really like bicycle racks. The Clerk needs to seek advice on the safety issue of having bikes in the play park.

Clerk

The next step – Undertake a consultation with Queen Margaret School and the community. All agreed. The Clerk to apply for a grant from GPFA.

Clerk

9. To consider conducting a needs survey of Youth Provision in the Parish

Cllr Sztymiak explained that a Working Group had met with GMAS who described a survey they had done with the school years 7 & 8 at a local school to investigate youth provision requirements. He proposed TTC employ GMAS to conduct a similar survey at Tewkesbury School. The Committee agreed to this.

Cllr Clatworthy also noted that 2 Rivers Recording Studios have received 2 years worth of funding to work with teenagers for music production and creation.

The Clerk to get a quote from GMAS and authority to spend was given to Cllr Sztymiak as Chairman.

Clerk

<p>10. To discuss the provision of new bins in particular Bishop's Walk outside Tesco and the Ham both need replacing. Also to look at Dog Bins.</p> <p><u>Tesco Bin</u> – Cllr Sztymiak announced that Friends of the Earth will fund a litter bin providing it has recycling aspects incorporated within in it. The Clerk will liaise with F.O.E and replace the bin. Cllr Burns requested a cigarette stubber on the top.</p> <p><u>Bin on the Ham</u> – Replace it with a plastic bin.</p> <p><u>Queens Road Priors Park</u> – Replace with a plastic bin</p> <p><u>Vineyards</u> – Go ahead as per Andy Noble's quote.</p> <p><u>Bus Stop on Gloucester Road</u> – Request by Gavin Preedy at HOPP. The Clerk to contact TBC to see if there is any s.106 money for Bus Stops.</p> <p><u>Orchard Court Dog Bins (Beccie's Project)</u> – 1 plastic Litter bin.</p> <p><u>Chance Street</u> – Request by Shane Gardener. It was agreed to install a general litter plastic bin. Cllr Clatworth will decide the location.</p> <p><u>Cotteswold Road (by railway line)</u> – General plastic bin to be installed.</p> <p><u>Digby Drive and Bramley Road cut through</u> – Replace the dog bin.</p> <p>The Committee decided not to buy dog bins in the future as general waste bins can now be used for both.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk Cllr Clatworthy</p> <p>Clerk</p> <p>Clerk</p>
<p>11. To receive the Playground Inspection Report</p> <p>The playground inspection was received. All committee members requested to receive this via email in the future</p>	<p>Clerk</p>

<p>12. The Budget position and all cheques to be signed</p> <p>The Budget breakdown was received by cost centre as agreed during the budget planning. The Budget versus Expenditure forecast to year end 2016/17 was also received.</p> <p>Cllr Sztymiak requested suggestions for ring fenced budgets to be carried forward.</p> <p>The committee agreed the following:</p> <ol style="list-style-type: none"> 1. Warwick Place improvement remainder. 2. £1000 move forward from notice boards. 3. The Grant from TBC reference CCTV £2,550. <p>The remainder to go into reserves.</p> <p>There were no cheques to be signed.</p>	<p>Clerk</p>
<p>13. To consider the process of monitoring the work undertaken as part of the Cleaning Contract</p> <p>A timesheet had been prepared by Cllr Poxon and the Committee considered it. This will record full hours and ½ hours. It will be proposed to BoxerFM. The Clerk suggested that Boxer could split the invoice between two Committees – 35 hours for E&A and 45 hours for B&M. The timesheets will provide a record of hours spent on each area by using the hourly rate</p> <p>14. An update on water procurement due to business deregulation</p> <p>The Clerk reported on advice from GAPTC Utility Wise who will assess suppliers. Clerk to complete their form.</p>	<p>Clerk</p>

The meeting finished at 8.45 pm.