

MINUTES OF THE ENVIRONMENT & AMENITIES COMMITTEE HELD ON
TUESDAY 5th SEPTEMBER 2017, AT 6PM

Present: Councillors S Raywood (Chair), K Powell, M Sztymiak, P Clatworthy, C Danter.

1. To receive apologies for absence and note attendance

Cllrs A Smith, H Burns (due to grievance process)

The committee was notified that Cllr. S. Carter has resigned from the committee. In the absence of the Clerk it was agreed that Cllr. Clathworthy would take the minutes of this meeting.

2. Declarations of Interest

Cllr M Sztymiak, Tewkesbury Borough Council – Item 18.

3. Dispensations

None

4. To approve the minutes of the meeting held on 27th June 2017

The minutes have yet to be approved.

5. Work Programme:

Cllr Sztymiak asked for a work programme to be produced by the Clerk of what needs to be done and the time-frame, policy reviews etc for an overview of works.

Play Area - The Members agreed that the picnic benches in the Derek Graham play area need to be replaced.

Litter Bins – the bin liner has been stolen from the bin stationed in Chance Street and this has now been replaced by the Town Hall. Cllr Raywood is developing a parish map of the site of all the bins and this will be sent to Councillors for their information and to review if any more are required.

Bus Shelters – The Gupshill Manor southbound shelter still needs work; one of the contractors assigned to do this work is understood to have fixed another of our shelters. The Gupshill Manor southbound stone shelter still needs work. The Clerk will co-ordinate this.

Street Furniture – the development of a risk management process was recommended for our street furniture.

Memorial Benches – there were 2 installed in the High Street and one in the Town Hall Garden.

Tree Management – Council Members suggested that we need a trained professional to look at the trees in Warwick Place and the Town Hall garden. The Clerk to follow this up and get 3 quotes for a tree survey.

6. To receive an update on the CCTV Provision and consider an upgrade

It was decided that items 6 and 7 should be discussed together. It was agreed that the committee would consider a programme to upgrade the existing CCTV system.

7. To consider terminating the Safer Neighbourhoods funded CCTV project

This item was discussed in connection with item 6. Members were reminded that though the efforts of Cllr. Brennan had resulted in a grant being awarded to the council to the value of £2,500 for transmitting CCTV images to the Police Station based at the Borough Council Offices, this project had not to date delivered and there were concerns it would not be completed in its current form.

Cllr Sztymiak asked that if they can't deliver what they proposed can we use the money for an upgrade as agreed in item 6. It was agreed that subject to the outcome of discussions with Cllr. Brennan, that Tewkesbury Town Council ask whether the grant could be used for an upgrade of the CCTV system. The Clerk is to contact Safer Neighbourhoods to discuss this option.

8. To receive an update on the provision of new bus shelters

The committee was updated by the chairman of the committee that there had been some damage to the Elmbury Drive Bus Shelter. This is not a Town Council shelter.

Cllr. Raywood also updated the committee that Gloucestershire County Council had found funding for the requested bus shelter at the northbound stop at Gupshill Manor in Priors Park Ward. This has not yet been fitted but is understood to be a Queensbury Arun shelter similar to previous installations made in the last two years. A member of the public requested that the role of HOPP in requesting this shelter be recorded in the minutes and the committee were happy to do so.

9. To receive Income & Expenditure and Budget Reports for July 2017

The committee received the Income & Expenditure and Budget Reports. Cllr. Raywood drew the attention of the committee to the donation of £600 from the Friends of Priors Park which had been placed into the Warwick Place Upgrade cost code.

10. To discuss the budget requirements for 2018/19

In line with the terms of reference for the committee requests for the budget next year will be required by the 31st October 2017. Therefore the committee had a preliminary discussion on the likely budgetary needs for the committee next year.

The outcome of these discussions was that:

- The committee should budget for £10,000 capital funding on the Warwick Place Play Area upgrade in addition to the existing allocation;
- The committee should budget for the replacement of two doors at the Public Conveniences per annum; and,
- Next year £1,000 should be budgeted for an additional noticeboard to be provided, in line with the approach taken for the past two years.

11. To receive an update from the Clerk on the delivery of the Cleaning & Maintenance contract

The chairman of the committee in the absence of the Clerk gave a short update on this contract. This update was that two new part-time Boxer staff had started.

12. To receive the Playground Inspection Report Analysis from Tewkesbury Borough Council

This report had not been circulated in advance and it was agreed that this should now be circulated by the Clerk. It was agreed that Councillors need to know of any 'Red' (dangerous matters items) in the Playground. The officers of the council will be instructed to rectify any high risk items.

13. To receive an update on the development of Warwick Place park

The committee was updated that there had been a meeting both on site and at the Town Hall between Wicksteed as preferred supplier and Tewkesbury Town Council. Representatives of HOPP had also been present at the on-site meeting and it was agreed tht this had been positive.

Cllr. Sztymiak provided a written report to members detailing the responses given by the children at Queen Margaret's Primary School during a consultation exercise undertaken with the School. There had been 50 responses which had been provided to Wicksteed in the meeting at the Town Hall.

An amended quote of £63,200 has been received from Wicksteed by the Council in response to minor changes in requirements. The Clerk has written to Wicksteed to accept this quote and will prepare a purchase request later in the project. Cllr Sztymiak and Cllr Raywood to form a plan for grant funding applications.

14. To discuss allocating funds for the renewal of the coin-operated doors at Town Council owned public toilets

It was understood that the Council would not be able to buy new locks for the Public Conveniences but that the whole doors have to be replaced. The exact cost of doing so was not known at the meeting but it is intended that an allowance be made next year to replace doors at these facilities.

15. To agree a maintenance inspection programme of all assets managed by this committee

It was agreed that Inspection Routes be developed and that Cllr. Raywood would attempt to divide the known assets. Cllr Sztymiak suggested that the Town to be divided into 16 areas, with one Councillor be responsible for each area.

16. To consider requests from members of the public for new waste bins

Following a short discussion it was decided that the Chairman would gain extra information and that these requests should be brought back to the next meeting.

17. To receive a report from the working group set up to identify the Environment & Amenities committee's priorities over the next three years

Cllr. Raywood gave a verbal report to the committee based on notes made from the Workshop which were shown to members. This workshop had identified five priorities in order of importance for the committee, which are:

- 1) Upgrade the Warwick Place Play Area;
- 2) Take measures to work with Youth workers and the Police to deal with Anti-Social Behaviour at Derick Graham Memorial Park
- 3) Improve management and maintenance of the Public Toilets at Gloucester Road and Spring Gardens
- 4) Identify and manage our street furniture assets on a parish map
- 5) Investigate the provision of a third toilet block within the town.

18. To discuss an invitation to adopt land at Bredon Road play area and open space

Following a discussion it was decided that the Committee do not agree to take on management of the open space along Ambrosia Walk and that Cllr. Sztymiak would ascertain what Tewkesbury Borough Council have adopted in the area. It was felt that TBC should adopt this open space. There was no committee agreement in the meeting to the Bredon Road Play Area being adopted by the Town Council at this time on the basis of the information available.

19. To discuss the placement of a new Town Council noticeboard at either Lincoln Green Lane or Stonehills

There was a short discussion during which it was suggested that both areas should be provided with noticeboards simultaneously. It was then resolved that the committee was to prioritise delivery of a noticeboard at Lincoln Green Lane, subject to the agreement of TBC who are understood to be the landowner of the required greenspace. If this is agreed the same style as that delivered at Warwick Place was considered appropriate.

20. Cheques to be signed

The chairman of the committee read out the cheque list provided by the Clerk and RFO which comprised of three cheques within E&A cost codes. The cheques were signed in the presence of all members in attendance.

The meeting finished at 8 pm