

**MINUTES OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON
TUESDAY 17TH OCTOBER 2017, AT 6.00 PM**

Present: Councillors S Raywood (Chair), K Powell, P Clatworthy (Mayor), H Burns, C Danter (Deputy Mayor)

Also present: Cllr J Raywood, Mr G Preedy (HOPP)

1. To receive apologies for absence and note attendance

Cllrs M Sztymiak, A Smith

It was noted that Cllr M Poxon had resigned in June from this committee and should not have been included in the summons.

2. To record declarations of interest

None

3. To consider requests for dispensations

None

4. To approve the minutes of the meetings held on 27th June and 5th September 2017

Re. 5th September – Cllr H Burns asked for the minutes to show that her absence from this meeting was due to the ongoing grievance process.

Subject to this amendment, Cllr C Danter proposed that both sets of minutes be approved. This was seconded by Cllr P Clatworthy and the motion carried.

5. To receive correspondence relating to the Environment and Amenities Committee

- It was noted that there are two letters on the clerk's desk which could not be accessed for consideration.
- Cllr S Raywood shared an email he had received from Mr Peter Watson providing feedback on the previous meeting.
- Email from TBC promoting a consultation on Flood and Water Management, running from 25th September 2017 until 6th November

Action:

- It was reported that there had been on-going conversations with Mr G Preedy re. Warwick Place Play Area.

Action:

6. To review the work programme

No changes had been made to the work programme since the last meeting. Routine toilet maintenance should be added to the work programme. There should be a list of contractors who are called upon to do remedial works for the Council.

Admin Support Staff

7. To form a CCTV upgrade working group and determine the terms of reference

The police (Sally Allanson) will be contacted in order to ascertain their requirements. This matter to be deferred until after that conversation has taken place.

Cllr P Clatworthy

8. To receive income and expenditure and budget reports for September 2017

The payment for the noticeboard has come out of the wrong cost centre, so this must be amended.
Flood support funds are now cost centre 13,501 in the reports. In future, report packs are to be included with the agenda in order for comparisons to be made, to ensure consistency.

Admin Support Staff

Admin Support Staff

9. To note playground inspection report analysis from TBC (previously emailed to members)

Noted.

10. To receive updates on play areas and public open spaces

- Derek Graham Memorial Park** –Police want the public to report antisocial behaviour to 101, so that evidence can be collected. Someone is taking a motorbike onto the playing field.
Repositioning of gate considered, to allow space for bike racks just outside the park. The existing wooden gate needs to be replaced by a kissing gate in order to prevent this.

- ii. **Mitton Play area** – now one year old. A schedule for topping-up the sand in the playing surface should be added to the work programme.
- iii. **Warwick Place** – the noticeboard is installed and being managed by Cllr S Raywood.

11. To receive an update on the development of Warwick Place Park and agree on the allocation of grant bid writing to committee members

Cllr Raywood to meet Gavin Preedy and Martha Mundy tomorrow at 11.00 am to discuss grant bids. Mr Preedy offered on behalf of HOPP, to help with filling-in forms and reminded the committee that the next deadline for applications is 6th December 2017. Update received.

Action:

12. To discuss the available information relating to the location of our street furniture assets

Building on the asset folder begun a few years ago, Cllr Raywood demonstrated the use of a spreadsheet in conjunction with GIS mapping, to locate all council street furniture assets. Committee members were asked to check those in their own area.

Cllr S Raywood,
G Preedy,
M Mundy

13. To consider the draft inspection routes

11 draft inspection routes were shown on the above map, which the committee is happy to trial. Councillors to be asked to assist with trialling, to be completed by 21st November 2017. Cllr Raywood to send details of a route to each councillor. A check sheet will follow later, but for now, a condition survey will suffice. The aim is that everything should be checked at six-monthly intervals. Councillors are to identify dog bins that are surplus to requirements.

Committee
members

14. To consider the allocation and acquisition of existing and new street furniture

- i. Replacement litter bin at Perry Hill. Current position not good – vulnerable to reversing vehicles. Relocate to rear of foot path, using a pole-mounted bin.

Cllr Raywood
Councillors

- ii. Additional litter bin at Mitton Bredon Road play area. Agreed in principle but since the play area belongs to the Borough we will ask if there is Section 106 funding available for an Advanscape style bin. Exact location to be agreed later, in vicinity of the MUGA.
- iii. Two litter bins at Tewkesbury nature Reserve entrances. Larry Blakker consulted. One bin to be sited by footpath between Abbey meadows and Nature Reserve – agreed. Request for a second bin at the entrance to the playing fields, Priors Park, to be discussed later.
- iv. Replacement benches on Tewkesbury High Street. It was agreed to replace two of the three benches, adjacent to the puffin crossing on the High Street, of a similar style to those fitted on the High Street recently. Bench ends to be retained and refitted with plaswood, for relocation elsewhere.
- v. The previously-agreed relocation of one litter bin from Gupshill Manor to the Anchor bus stop. It was agreed to fit a new bin at the Anchor bus stop, in the heritage style to match others in the High Street. This supersedes the previous decision, provided this is acceptable to the conservation officer.
- vi. Request for a new litter bin at the Sun Street bus shelter. The Roses Theatre is to be asked to make a contribution to provide a bin in a style acceptable to the Conservation Officer.
All bins to be provided subject to TBC approval.

Action:

Admin Support Staff

Admin Support Staff

15. To receive an update on Youth Services and Survey and agree on the next steps to be taken on TTC Youth Provision

Feedback from CMAS – the survey is not yet complete. Julia Whybrow at Tewkesbury School to be contacted to see if she can help CMAS to undertake the survey of pupils there.

Cllr Burns

16. To discuss and agree on a draft committee budget for Financial Year 2018-19 for referring to the Finance and Staffing Committee

Discussed and agreed. Details on separate sheet.

17. To discuss the registration of Environment and Amenities land not currently registered with the Land Registry

It is not clear if either the Derek Graham Memorial Park or the former play area adjacent to 109, Churchill Grove are registered. It was agreed that work should be undertaken to confirm ownership and registration. As there is no budget allocated for this use in the E&A the Finance and Staffing Committee should be asked for their assistance.

Action:

Admin Support Staff to prepare

18. To agree on work to prevent movement of, or presence of a trip hazard by paving slabs adjacent to the Spring Garden public toilets

In the absence of replacement slabs it was agreed that the Admin Support Staff should arrange for the broken slabs to be reset to make them safe and securely fixed, at a cost of no more than £500.00.

Admin Support Staff

19. To discuss the communication received from Community Connexions in relation to community transport and agree which, if any, further measures are required

It was agreed to open a dialogue with Community Connexions.

Cllr Raywood

20. To review the Cleaning and Maintenance contract

Insufficient information available.

21. Cheques for signature

Cheque to Able Group signed. Other cheques presented were not relevant to this committee, so they were not signed

The meeting closed at 9.19 pm.