

TEWKESBURY TOWN COUNCIL

MINUTES OF THE ENVIRONMENT & AMENITIES COMMITTEE HELD ON

Thursday 22nd March 2018, at 6.00 pm

Present: Cllrs S Raywood (chair), C Danter, H Burns, J Raywood, T Walker, M Sztymiak

		Action
1	To receive apologies for absence and note attendance No apologies received	
2	To record declarations of interest No declarations made	
3	To consider requests for dispensations No requests made	
4	To approve the minutes of the meetings held on 9th January and 1st February 2018 9 th January – proposed by CD, seconded by MS Approved 1 st February – proposed by CD, seconded by MS Approved It was noted that, in future, report packs in their entirety should be available in advance of meetings, so that councillors have adequate preparation time.	Clerk Cllr S Raywood
5	Matters arising from the minutes – for information only An email has been circulated about Mr Hopkins' flood indicator app. No further progress has been made in respect of grant funding. The enquiry about access to the Borough Youth Stakeholder Group has not been progressed.	Cllr S Raywood
6	To receive correspondence relating to the Environment and Amenities Committee The clerk has contacted Tewkesbury Borough Council in respect of the grant they awarded for CCTV. It needs to be spent or it may be reclaimed. The clerk has met with RedHand, who believe they have a solution that will deliver the improved efficiency and clarity required by TBC and the Police. This will involve the purchase and installation of 4-5 new, better cameras, including one with ANPR, plus a new recorder and HD monitor. It is anticipated that, in the future, it will be possible to send the recorded information to the police station via the internet. The Clerk has requested that RedHand prepare a quote for the best possible scheme available within a budget of £2,550 excluding VAT. It is intended to commission the work within this financial year.	Clerk

6	Continued	Action
	<p>It was noted that the Planning Department at Tewkesbury Borough Council will have to be consulted regarding the proposals for CCTV.</p> <p>Mr Simon Hopkins has requested that the Town Council consider sponsoring his Flood Eye app with a sum of £500. It was agreed that this proposal should become the subject of discussion, as an agenda item in a future meeting.</p>	Clerk
7	To review the work programme	
	<p>Street cleaning/weeding management – the one action in this category has long been closed. It should be replaced by a new action to manage specified thoroughfares.</p>	
	<p>VAS management – the requisite software was installed on the secretary’s previous PC but has not yet been located on the new one. There are three months’ worth of data to install, giving 7-8 months’ worth of data in total.</p>	Clerk
	<p>Public conveniences management – it was considered that the review of the responsibilities of the toilet cleaner and coin collector was more a matter for Finance and Staffing than for Environment & Amenities and it was asked that this should be transferred across.</p>	Clerk
	<p>Play areas management – there is no mention of grass-cutting and where it should be done. We have a contract with the grass-cutter until 2020, whose work has been found to be good.</p>	
	<p>Dog bins management – A new dog waste bin for Station Lane is on order from Wybone, at a cost of £119.00. It should be delivered next week and will be installed by Neil Davis. It was noted that the installation of additional bins in new locations should be planned in consultation with TBC because of the possible impact on waste collection services. However, it was also noted that Neil Davis’ schedule of tasks (see item 21) includes the emptying of some waste bins.</p>	
	<p>Bus shelter management – the stone shelter on Gloucester Road requires repairs. CD reported that Cllr Cromwell (TBC & GCC) may be able to arrange to have this done (item 12 from Full Council meeting held on 12th March 2018).</p>	
	<p>Benches management – Rob is going to paint benches during his and Leanne’s current painting campaign.</p>	
	<p>The Clerk questioned whether risk management properly belongs in the work programme, or if it should be a separate document. At the moment, it is in the work programme and in a separate document. It was agreed that advice should be sought from Cllr Poxon, who currently is reworking the Council’s risk management policy.</p>	
	<p>MS proposed that, at the end of the financial year, all closed actions should be collated into one document, so what has been done be easily be seen. Only actions that are still open should then be carried forward into the work programme for the following year.</p>	

