

# TEWKESBURY TOWN COUNCIL

## MINUTES OF THE ENVIRONMENT & AMENITIES COMMITTEE HELD ON

Thursday 22<sup>nd</sup> March 2018, at 6.00 pm

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

		Action
<b>1</b>	<b>To receive apologies for absence and note attendance</b>  No apologies received	
<b>2</b>	<b>To record declarations of interest</b>  No declarations made	
<b>3</b>	<b>To consider requests for dispensations</b>  No requests made	
<b>4</b>	<b>To approve the minutes of the meetings held on 9<sup>th</sup> January and 1<sup>st</sup> February 2018</b>  9 <sup>th</sup> January – proposed by CD, seconded by MS <b>Approved</b> 1 <sup>st</sup> February – proposed by CD, seconded by MS <b>Approved</b>  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
<b>5</b>	<b>Matters arising from the minutes – for information only</b>  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
<b>6</b>	<b>To receive correspondence relating to the Environment and Amenities Committee</b>  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	<b>To review the work programme</b>	
	<p><b>Street cleaning/weeding management</b> – the one action in this category has long been closed. It should be replaced by a new action to manage specified thoroughfares.</p>	
	<p><b>VAS management</b> – 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><b>Public conveniences management</b> – 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 &amp; Amenities and it was asked that this should be transferred across.</p>	Clerk
	<p><b>Play areas management</b> – 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><b>Dog bins management</b> – 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><b>Bus shelter management</b> – the stone shelter on Gloucester Road requires repairs. CD reported that Cllr Cromwell (TBC &amp; GCC) may be able to arrange to have this done (item 12 from Full Council meeting held on 12<sup>th</sup> March 2018).</p>	
	<p><b>Benches management</b> – 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>	

		<b>Action</b>
<b>8</b>	<p><b>To receive Income &amp; Expenditure and Budget Reports for January and February 2018</b></p> <p>Reports were received. SR questioned the sum paid to Jayson Bayliss for memorial benches and wanted to know what it was for specifically. MS asked for a paper trail to be available for each memorial bench, from the money for it being paid, to ordering the bench, to Mr Bayliss presenting his bill, as the timescales involved are too long for councillors to remember. The Clerk will investigate this possibility, going forward.</p> <p>It was noted that the toilet budget is in deficit, due to their poor condition and our consequent inability to derive from them the income that we should have.</p>	Clerk
<b>9</b>	<p><b>To consider any budget that may need to be earmarked for 2018/19</b></p> <p>It was agreed to earmark the following:</p> <ul style="list-style-type: none"> <li>• Warwick Place Play Area - £18,274</li> <li>• Derek Graham Memorial Park - £495</li> <li>• Youth Budget - £2,525</li> <li>• Noticeboards - £2,000</li> </ul> <p>Proposed by MS                                  Seconded by CD                                  <b>Agreed</b></p>	
<b>10</b>	<p><b>To note the Playground Inspection Report Analysis (annual inspection included) from Tewkesbury Borough Council and agree remedial measures required</b></p> <p>Noted. MS asked how much TBC charges for the cost of playground inspections and wondered if Neil Davis could do it for less money. The Clerk will investigate.</p> <p>SR thought that the tyre seat swing at the Derek Graham Memorial Park had been dealt with. He will check this with Sophie Hunt at TBC.</p>	Clerk  Cllr S Raywood
<b>11</b>	<p><b>To receive updates on Play Areas</b></p> <p><b>i. Derek Graham Memorial Park</b> A combination lock has been placed on the gate to prevent people on motorcycles from gaining access. The code has been issued to Severn Trent and the grass-cutters will also need to have it.</p> <p><b>ii. Mitton Play Area</b> The playing surface requires its annual maintenance, whereby sand is brushed into it. SR has obtained precise details of the type of sand and a supplier. He will pass these on to the office so that this work can be done before the end of this financial year. It may be necessary to purchase a couple of exterior quality brooms for this work, as only one was located in the course of survey work carried out for the TTC asset register.</p> <p><b>iii. Warwick Place Play Area</b> A proper sign is on order to replace the temporary one, warning people of a trip hazard in the concrete at the gateway. Mr G Preedy has enquired after the £40.00 cheque given by HOPP towards the new play equipment. It has been banked and is included in the earmarked funds being carried forward (see item 9).</p>	Admin support staff  Cllr S Raywood Admin support staff

	<b>Action</b>
<p><b>12 To consider the replacement of street furniture within the Parish</b></p> <p>There has been a request for a grit bin in Stonehills. This request will become an agenda item for the next Environment &amp; Amenities Committee meeting, along with a proposal to replace the broken one located at the junction of Arundel Road with Digby Drive, Mitton.</p> <p>The dog waste bin for Station Lane and the waste bin to be sited in the High Street by Sweets and Treats are both on order.</p>	<p>Cllr S Raywood Clerk</p>
<p><b>13 To note the appointment by the Clerk under emergency powers, of Locksmiths Gloucester, to attend to two inoperable locks and KB Heating Services to attend to a burst pipe at Spring Gardens public toilets</b></p> <p>The following appointments were noted:</p> <ul style="list-style-type: none"> <li>• Locksmiths Gloucester, for £212.50 for a new lock in Spring Gardens, plus 50% of a bill of £110.00, for repairing two locks; one at Spring Gardens and one at the Watson Hall.</li> <li>• KB Heating, for £235.00</li> </ul>	
<p><b>14 To note the payment to Locksmiths Gloucester by bank transfer, due to the contractor not accepting cheque payments</b></p> <p>Noted</p>	
<p><b>15 To authorise an electrical inspection at Spring Gardens public toilets</b></p> <p>A quote for £300.00 excluding VAT was received for the cost of an electrical inspection at Spring Gardens, which is required on a five-yearly basis. This was agreed to and the Clerk was asked to obtain a similar quote for Gloucester Road. If the combined cost of the two sites is less than £500, then the Clerk has been given the authority to proceed.</p> <p>Proposed by JR                          Seconded by MS                          <b>Agreed</b></p>	<p>Clerk</p>
<p><b>16 To receive a report from Cllr S Raywood regarding Parish Online (mapping tool) and to agree whether to subscribe to the software</b></p> <p>SR demonstrated the Geographical Information System, using a trial version. The annual cost of this system would be £450.00.</p> <p>It was agreed that the system would have many benefits for the Council and it was agreed that is something we should pursue, subject to confirmation that there is not a more appropriate alternative system available, or soon to be available. SR to consult with GAPTC, TBC and GCC.</p> <p>This matter will be referred to Finance and Staffing for their consideration.</p>	<p>Cllr S Raywood</p>
<p><b>17 To review the risk management strategy of the committee</b></p> <p>Reviewed. This document was created in the time of a previous Clerk and has been updated since.</p> <p>Further amendments should include:</p> <ul style="list-style-type: none"> <li>• Consideration of BTA regulations regarding the safeguarding of members of the public, should they become entrapped in a cubicle.</li> <li>• Institution of regular (five-yearly) electrical tests for toilet blocks.</li> </ul>	<p>Cllr S Raywood</p>

