

## ENVIRONMENT AND AMENITIES COMMITTEE

### **MINUTES OF THE ENVIRONMENT AND AMENITIES COMMITTEE MEETING HELD ON 26<sup>TH</sup> JUNE 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 6.00PM**

**Present:** Cllrs S Raywood (Chair), J Raywood, M Sztymiak, K Powell

**In attendance:** A Durn (Asst Clerk)

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- E&A.18.001.** **To receive apologies for absence and note attendance**  
Cllrs C Danter, S Franklin
- E&A.18.002.** **To record declarations of interest**  
Cllr M Sztymiak stated he was a Borough Councillor
- E&A.18.003.** **To consider requests for dispensations**  
None received.
- E&A.18.004.** **To approve the Minutes for the meetings held on 22<sup>nd</sup> March 2018 and 15<sup>th</sup> May 2018**  
22<sup>nd</sup> March 2018 – Proposed to approve by Cllr J Raywood, seconded by Cllr Sztymiak.  
It was RESOLVED to approve the Minutes for the meeting of 22<sup>nd</sup> March 2018 as a true and accurate record.  
15<sup>th</sup> May 2018 – this was not held as it was inquorate.
- E&A.18.005.** **Matters arising from the Minutes**  
The earmarking of reserves was now completed.  
Tewkesbury Borough Council would continue the Play Area inspections for another year.
- E&A.18.006.** **To receive correspondence relating to the Environment and Amenities Committee**  
None reported.
- E&A.18.007.** **To agree a date for the next Environment and Amenities Committee**  
The previous meeting was inquorate and the Committee workload required a Committee meeting to be held in July 2018.  
It was RESOLVED to hold the next Environment and Amenities Committee on 17<sup>th</sup> July 2018.
- E&A.18.008.** **To review the Work Programme**  
The Work Programme was reviewed in detail. It was agreed that the works completed be clearly identified and closed with works completed by 31<sup>st</sup> March 2018 to be archived, and the work in progress and to be started status to be highlighted.

**E&A.18.009. To receive Income and Expenditure reports and Budget reports for March, April, and May 2018**

The reports were reviewed and noted. It was requested that the process for accounting the income for toilets be circulated.

**E&A.18.010. To approve cheques for payment**

The payment list was reviewed. It was proposed to approve the cheques for signature by Cllr M Sztymiak and seconded by Cllr K Powell.

It was RESOLVED to approve the cheques on the list for payment. A copy is attached to these Minutes.

**E&A.18.011. To consider the request for funding towards the Flood Eye app**

The request for a contribution of £500 towards the Flood Eye App was reviewed and discussed. It was thought that Tewkesbury Borough Council owned the car parks and the Environment Agency had its own software about flooding risk. The Chair proposed to decline the request.

It was RESOLVED to thank the applicant and to decline the request for funding towards the Flood Eye App.

**E&A.18.012. To review quotes and agree the purchase of a leaf blower**

The leaf blower is required for the alley maintenance. It was proposed by Cllr M Sztymiak and seconded by Cllr J Raywood to agree to the purchase of a leaf blower but to add a budget of £50 from the Cleaning Maintenance Equipment Budget to enable a higher specification.

It was RESOLVED to agree to the purchase of a higher specification blower to a budget of £200 from the Cleaning Maintenance Equipment Budget.

**E&A.18.013. To receive an update on the CCTV grant funding and to discuss and agree further measures on upgrading the Town Council CCTV system**

There was a discussion on the CCTV system. A grant from the Police Crime Commissioner and Tewkesbury Borough Council had been awarded to the Town Council to improve the system and access for the Police. It was reported that planning permission was not required by the Planning Officer. The fibre-optic broadband IT will be integrated with the system. It was agreed that with property owner consent the placement should be at either end of the High Street and at Bishops Walk if funding was available. The Police should agree the final placements.

It was RESOLVED that all works should proceed as long as it was within budget.

**E&A.18.014. To discuss the Information Audit (Scope of GDPR) in relation to this Committee**

It was reported that the CCTV will need a policy to include encryption of data. Registration with the ICO was completed.

- E&A.18.015.** **To discuss training requirements and agree actions**  
There was a discussion on training requirements and the following was proposed:  
Health and Safety – Basic training  
Battle Sculptures – Inspection  
Play Parks – Inspections
- E&A.18.016.** **To review the risk management strategy of the Committee**  
The risk management strategy was reviewed. It was agreed that the following should be included:  
Actions from the Internal Audit report recommendations  
Possible entrapment in toilets
- E&A.18.017.** **To consider and agree the process of the annual review for the Town Council Emergency and Winter Weather Plans**  
There was a discussion on the Plans. It was felt there was a need to expand the Emergency Plan and Winter Weather Plan as follows:  
Emergency Plan:
  - Review Business Continuity policies. The Clerk to circulate to Committee for the next meeting.
  - September – hold a mock exercise to go through the Plan
  - Winter Weather Plan:
  - Review the Plan. Clerk to circulate to Committee.
  - Review storage and transport of salt stock
- E&A.18.018.** **To review the progress of the Environment and Amenities aspects of the Town Council's Facilities Management approach**  
It was felt that the alleys and the Town are looking is looking better maintained. Concerns were raised on Health and Safety of staff working in Highways and grounds maintenance. The Staffing Committee will review further.
- E&A.18.019.** **To note the Playground Inspection Report Analysis (annual inspection included) from Tewkesbury Borough Council and agree remedial measures**  
The reports were reviewed and the medium to high risk items were reviewed and discussed in detail. It was proposed by Cllr J Raywood and seconded by Cllr C Danter that the Chair would meet Tewkesbury Borough Council on site to discuss the medium to high risk items and discuss actions.  
It was RESOLVED that the Chair would have a site meeting with Tewkesbury Borough Council to review the medium to high risk play area items and agree actions. The Chair and Clerk to have delegated authority to act on items of a Health and Safety risk.  
It was RESOLVED to arrange a tour of the play areas for all councillors.  
It was RESOLVED to purchase sand for Mitton Park with a delegated authority to the Chair and Clerk for a budget of £500.
- E&A.18.020.** **To receive updates on Play Areas and agree actions**

- I. **Derick Graham Memorial Park**  
No further report.
- II. **Mitton Play Area**  
There had been an arson attack on the artificial grass areas. Repair solutions to be investigated.
- III. **Warwick Place Play Area**  
Met with HoPP. Outcomes were to research external funding opportunities; discuss the plans with the play designer contractor, carry out further consultation with local residents with learning disabilities; review procurement legislation. Thanks were given to HoPP for holding a fundraising Bingo Night and making a donation to Warwick Place play area.

- E&A.18.021.** **To discuss a proposal from Cllr H Burns that the Council considers placing advertising frames on the inside of the cubical doors at the two public convenience blocks located at Spring Gardens and Gloucester Road and agree further actions required**  
There was a discussion on the proposal which raised queries.  
It was RESOLVED that while there is no objection in principle, there should be further investigation in the proposal.
- E&A.18.022.** **To agree to the request to place a memorial plaque to the town's former postman on the seat outside the Town Hall**  
The Committee was sad to hear of the death of Mr Jordan, the town's former postman.  
It was RESOLVED to agree to the request to place a memorial plaque to Mr Jordan on the seat outside the Town Hall as per the policy.
- E&A.18.023.** **To discuss the replacement and rationalisation of street furniture within the Parish**  
This item was deferred as the condition report and the status of S106 monies needed to be reviewed.
- E&A.18.024.** **To discuss the purchase of an additional noticeboard for the Parish and agree actions**  
There was a discussion on the location and budget. It was felt that the priority site was in Lincoln Green Lane and that a licence from Tewkesbury Borough Council may be required. The design should be the same as Warwick Place noticeboard. There was a budget provision of £3000 but queried as to whether the local developer could contribute. It was proposed by Cllr M Sztymiak and seconded by Cllr Raywood to contact the local supermarket developer and discuss the provision of a noticeboard.  
It was RESOLVED to purchase a noticeboard and to seek contribution from the local supermarket developer, the noticeboard to be sited in Lincoln Green Lane, and be of the same design as the Warwick Place noticeboard.

**E&A.18.025.** **To note the use of emergency powers for the repair of the doors at the accessible toilets at the Spring Gardens Public Conveniences**  
Noted

**E&A.18.026.** **To discuss a proposal by Cllr H Burns that the Council appoints a Parish Energy Champion**  
There was a discussion on widening the remit to an Environment Champion to include single use plastics, renewables, and energy. It was felt this would be a good opportunity for wider partnership working.  
It was RESOLVED to refer the proposal to Full Council with a recommendation that the remit be widened to an Environment Champion.

**E&A.18.027.** **Any further Environment & Amenities issues for information or referral only**

- Speed sign removed from Gloucester Road. Data to be circulated. Analysis of data to be added to the next Committee meeting agenda
- Weeds and overhanging branches in alleyways. Need to work with the adjacent property owner and Gloucestershire Highways

Meeting closed at 8.22pm.