



Tewkesbury Town Council

MINUTES

of the

Environment & Amenities Committee meeting held on 2nd October 2018

In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs S Raywood (Chair), T Walker (Deputy Mayor), S Franklin, J Raywood, M Sztymiak, C Danter (Mayor, Ex-officio)

Absent: K Powell

In attendance: Cllr S Carter, D Hill (Town Clerk)

E&A 18/041 To receive apologies for absence
None.

E&A 18/042 To record declarations of interest
None received.

E&A 18/043 To consider requests for dispensations
None received.

E&A 18/044 To approve the Minutes of the meeting held on 4th September 2018
It was **RESOLVED** to approve the minutes. Proposed by Cllr J Raywood, seconded by Cllr T Walker.

E&A 18/045 Matters arising from the minutes – for information only
18/012 purchase of an electric leaf blower – Town Clerk to liaise with FM contractor and arrange purchase
18/014 scope of GDPR for this committee – Town Clerk to clarify GDPR position with Redhand. Awaiting a reply from Redhand.
18/022 memorial plaque for former postman – plaque has been ordered
18/024 purchase of an additional noticeboard – carried forward
18/039 Town Clerk to contact Greenfields to assess damage to artificial grass at Mitton playpark – carried forward
Winter Plan - Cllr S Raywood has contacted the snow plough operator and is awaiting a response. A replacement sack truck needs to be purchased.

- E&A 18/046 To receive correspondence relating to the Environment and Amenities Committee**
The Town Clerk gave an update on the request to unlock and lock the MUGA at Mitton. Costings for an ad hoc service has been provided to residents and can be implemented at their request and with permission of Tewkesbury Borough Council.
- E&A 18/047 To review the work programme**
The work programme was reviewed.
- E&A 18/048 To receive Income and Expenditure Reports for August 2018**
It was **RESOLVED** to receive the Income and Expenditure Report. **Action:** Finance Officer to amend supplier details relating to public toilet income to Tewkesbury Town Council.
- E&A 18/049 To receive the committee Budget Report**
It was **RESOLVED** to receive the Budget Report. **Action:** Town Clerk to arrange for details of accruals from 2017/18 by committee and earmarked reserves to be kept in the front of the committee minutes folder.
- E&A 18/050 To approve cheques for payment**
It was **RESOLVED** to approve the cheques for payment. Proposed by Cllr Danter, seconded by Cllr Franklin.
- E&A 18/051 To receive updates on Play Areas and agree actions**
- i. Derek Graham Memorial Park
The potentially dangerous spikes will be removed by the Town Council's contractor. **Action:** Clerk to request Greenfields Garden Services to attend the site to assess the recent damage from vandalism.
 - ii. Mitton Play Area
The roundabout is now operational and will be regularly maintained.
 - iii. Warwick Place Play Area
It was **RESOLVED** to commence the project to improve the playpark and to undertake work that the Town Council currently has scope for in the budget, including using the earmarked reserves.
- E&A 18/052 To consider requests made for the placing of memorial benches within the Town and agree any further actions required**
Two requests for memorial benches on the Severn Ham have been received. **Action:** Town Clerk and Cllr S Raywood to liaise with Cllr Aldridge, Chair of Severn Ham committee in order to progress these requests. Two further requests for benches have been received. **Action:** Town Clerk and Cllr S Raywood to progress these requests. It was **RESOLVED** to action the requests as detailed above. Proposed by Cllr Danter, seconded by Cllr J Raywood.
- E&A 18/053 To receive a report on the condition of the Arrivall Public Art work**
It was **RESOLVED** to add the annual inspection of the Arrivall Public Art work to the work programme. **Action:** GAB Services will be requested to inspect the ant hill that has formed on the sculpture on the roundabout.

- E&A 18/054** **To receive a report on the condition survey of street furniture and to discuss the replacement and rationalisation of street furniture within the Parish**
The report was received.
- E&A 18/055** **To discuss the provision of new street furniture in response to requests received and agree any further measures required**
It was **RESOLVED** to proceed with replacement bins for LBIN04, DBIN05 and to replace DBIN159 with a standard bin and to delegate authority to the Town Clerk in all respects to arrange for repair and/or replacement as necessary. Proposed by Cllr Danter, seconded by Cllr Franklin. **Action:** in the first instance the Town Clerk is to contact the Borough Council to check whether there are any bins remaining from those it is believed have been bought with s.106 monies.
- E&A 18/056** **To receive an update on the land registration project**
An update was received. The Town Clerk advised that she had a meeting planned with the Town Council's solicitor on 4th October and this matter will be discussed at the meeting.
- E&A 18/057** **To discuss the organisation of a tree survey across Town Council land and agree any further measures required**
It was **RESOLVED** that the Town Council should speak to Chris Radbourne (retained tree contractor) to request a quote for a survey.
- E&A 18/058** **To note the electrical inspection condition reports on the public toilets**
The reports were noted. No further action required.
- E&A 18/059** **To consider a suggestion by a member of the public that the Town Council considers participation in the TerraCycle and JTI 'Cigarette Waste Programme' and agree any further actions required**
It was **RESOLVED** that the detail around this proposal needs further investigation.
- E&A 18/060** **To consider the use of Geographical Information Systems by the Town Council and agree any further measures required**
Item deferred.
- E&A 18/061** **To discuss the provision of Youth Services by the Town Council and possible local partners**
Item deferred.
- E&A 18/062** **To discuss the possible organisation of a holiday play scheme during school holiday periods and agree any further actions required**
Item deferred.
- E&A 18/063** **To consider the preparation of the committee budget for the 2019/2020 financial year and initial development of the budget for this committee over financial years 2020/2021 and 2021/22**
Item deferred.

The meeting closed at 20:25.

Signature of Chairman upon approval of the minutes 24th October 2018