



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Environment & Amenities Committee meeting held on 20th November 2018

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

Present: Cllrs S Raywood (Chair), J Raywood, C Danter (Mayor), M Sztymiak, T Walker

Absent: Cllrs S Franklin, K Powell, S Carter

In attendance: D Hill (Town Clerk), J King (Assistant to the Town Clerk)

E&A 18/078 To receive apologies for absence
Cllrs S Franklin, S Carter.

E&A 18/079 To record declarations of interest
None received.

E&A 18/080 To consider requests for dispensations
None received.

E&A 18/081 To approve the Minutes of the meeting held on 23rd October 2018
It was **RESOLVED** to approve the minutes, subject to the following amendments.
Apologies from Cllr Walker were received on 24th October and will be included as a post meeting note. Point one on 18/076 will be removed as covered by point three.
Proposed by Cllr Danter, seconded by Cllr J Raywood.

E&A 18/082 Matters arising from the minutes – for information only

18/012 Leaf blower and sack truck – both have been purchased

18/022 Memorial plaque for former postman – family are pleased with the plaque

18/024 Purchase of an additional noticeboard – carried forward

18/053 Arrivall Public Art work – Cllr J Raywood reported back regarding the contract. The contract is not as clear as the Council would like.

Action: Town Clerk has referred back to the solicitors for advice.

18/055 Bins – The Town Clerk has received correspondence that eight dog bins will be replaced using s.106 money, including installation and removal costs. Three will be mixed waste as a trial. Installation will be completed in January 2019.



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E&A 18/083 To receive correspondence relating to the Environment and Amenities Committee

Cllr S Raywood had received correspondence from a member of the public regarding the purchase of the GIS system. **Action:** Cllr S Raywood to respond to the individual.

Cllr Danter had received correspondence from a member of the public regarding the overgrown paths into the Town Centre from Stonehills. Cllr Danter had been out to investigate and there are hedges / trees that require trimming back on Gloucester Road and also through Manor Place. **Action:** Cllr S Raywood to refer to Cllr Cromwell at GCC for action.

Cllr Sztymiak had been contacted by residents on King John's Island regarding the speed of traffic on the Mythe Road. **Action:** Cllr S Raywood & Cllr Sztymiak to review the speed data and refer the findings to the Police if appropriate.

The Town Council had received communication from a local PCSO regarding the current CCTV system. They wished to pass on their thanks, as the use of the new PTZ cameras has had positive results in identifying those shoplifting, dealing drugs and other crimes within the town centre. It has also enabled the Police to press charges on Public Order matters. They hope that there is scope in the future to update the system further.

E&A 18/084 Public Participation

There were no members of the public in attendance.

E&A 18/085 To review the work programme

The work programme was reviewed. Items not covered elsewhere in the agenda were as follows:

Mitton Play Area – leaves need removing again. **Action:** GAB Services to remove leaves

Noticeboard Management – Licence from Tewkesbury Borough Council required regarding the installation of a new noticeboard at Lincoln Green.

Electricity Supply – completion of move to green provider will take place by 1st December.

Gander Lane Toilets need to be added to the work programme. The lease is coming up in March. **Action:** Town Clerk to make contact regarding the lease.

E&A 18/086 To receive Income and Expenditure Reports for October 2018

It was **RESOLVED** to receive the Income and Expenditure Report for October 2018.

Cllrs were provided with a monthly profile for the income received at the public toilets. They also discussed the continued provision of business rates for public toilets in the budget for next year, until the legislation to remove it has been passed.



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E&A 18/087 To receive the committee Budget Report

It was noted that a refund had been received for the Water Rates.
It was **RESOLVED** to receive the Budget Report.

E&A 18/088 To approve the payments list

It was **RESOLVED** to approve the payments list.
Proposed by Cllr Danter, seconded by Cllr J Raywood.

E&A 18/089 To receive updates on Play Areas and agree actions

- Derrick Graham Memorial Park
 - Broken metal fence posts have been removed, there is a small patch remaining that will need to be sawn off. **Action:** Greenfields to quote.
 - Erosion of soil beneath slide and exposed concrete to be looked at. **Action:** Greenfields have been asked to provide options.
 - It was **RESOLVED** to replace the belt swing at a cost of £98 by Greenfields Ltd. Proposed by Cllr Sztymiak, seconded by Cllr Walker.

- Mitton Play Area
 - The costs for the replacement of the roundabout seat (£258) and replacement of the damaged astroturf (£275) were discussed.

It was **RESOLVED** to replace the roundabout seat at a cost of £258 and the damaged astroturf at a cost of £275 by Greenfields Ltd.
Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.

- Warwick Place Play Area
 - Wicksteed are currently assisting with dividing the proposed works into £25,000 phases, so that that the work can be started with the existing funds. A meeting with HOPP is scheduled for 26th November, to agree what they would like to see in the first instalment. Lead time on manufacturing is currently 12 weeks, therefore installation would be early 2019.

E&A 18/090 To receive an update on the budget making process and agree any other actions required

The proposed budget will go before the Finance Committee on 29th November. A small alteration has been made. £4000 that was allocated for repairs to the artificial grass at Mitton Manor, will now be split as £1000 for repairs and £3000 as a contingency.

A Cllr asked if there had been any correspondence with the Borough Council regarding the amount the Town Council would be receiving from CIL (Community Infrastructure Levy) in 2019. No correspondence has been received and when asked, the Town Council have been advised that the amount is not currently known.



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E&A 18/091 To receive an update on the public toilet risk assessments and to agree any further actions

DW Safety have recently completed the first risk assessments of the Gloucester Road and Spring Garden toilet blocks. These will be undertaken on an annual basis going forward. The Town Clerk is meeting with DW Safety on 29th November to discuss in detail. There were two major issues regarding Health & Safety that will need to be dealt with:

The Gloucester Road toilet block needs to be covered by CCTV. The Town Clerk has spoken to the current provider and this should be relatively easy to install, as there is a spare channel on the CCTV system and the antennae from the analogue system is already in situ. **Action:** Town Clerk to continue to work on installation of CCTV at Gloucester Road.

There needs to be a process for lone working and ensuring that there is a log and alert system if a member of staff does not return when expected. The Town Council have a responsibility to look after their employees.

A number of minor risks were raised and these will be dealt with in order of priority. A Cllr asked if there should be an accident book and first aid kit available at the toilets.

E&A 18/092 To discuss the current bus shelter maintenance schedule and to agree any further actions

The need for a bus shelter cleaning schedule was discussed and it was agreed that every two to three months would be appropriate. There are currently 17 bus shelters on the Town Council asset register.

Action: Assistant to the Town Clerk to obtain quotes for the regular cleaning of the bus shelters.

The bus shelter on The Crescent, next to the vets, requires refurbishment and repainting. **Action:** Assistant to the Town Clerk to obtain quotes.

The roof of the brick bus shelter at Gupshill is leaking.

Action: GAB Services to investigate and repair if possible.

E&A 18/093 To note that the street furniture condition inspections are due in December 2018 and to agree any further actions

It is now possible to provide lists and locations for the street furniture that the Town Council are responsible for. Each item needs to be graded as follows:

Pristine – Good condition



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Satisfactory – Unlikely to give rise to a complaint with six months

Poor – Likely to give rise to a complaint within six months

Where an item is rated poor, Cllrs are requested to take a photo and send in to the office. All Cllrs will be asked to check an area of street furniture.

Action: Cllr S Raywood to provide lists and maps to Cllrs so that the inspections can be undertaken in December.

E&A 18/094 To consider the options for playground inspections and agree the next steps

The Town Council currently use the service provided by the Borough Council. The reports have not been coming through on a regular basis. The Town Council wish to separate the monthly inspections from the annual inspection.

Action: Town Clerk to investigate the options going forward and whether the Town Council is receiving good value for the service provided.

The meeting closed at 19.35.

Signature of Chairman upon approval of the minutes15th January 2019

DRAFT