



TEWKESBURY TOWN COUNCIL

MINUTES

of the

**Environment & Amenities Committee meeting held on 15th January 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury**

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

Absent: Cllrs K Powell

In attendance: J King (Assistant to the Town Clerk), Cllr Workman

E&A 18/095 To receive apologies for absence

Cllrs S Franklin, S Carter.

Cllr Walker (apologies received the following day due to a family emergency)

E&A 18/096 To record declarations of interest

Cllr Sztymiak declared an interest in item 14 as he is a Borough Councillor.

E&A 18/097 To consider requests for dispensations

None received.

E&A 18/098 To approve the Minutes of the meeting held on 20th November 2018

It was **RESOLVED** to approve the minutes.

Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 18/099 Matters arising from the minutes – for information only

18/024 Purchase of an additional noticeboard

Suggested location has been received from Tewkesbury Borough Council.

Cllrs would prefer it to be opposite the turning for vehicle access to the Leisure Centre.

Action: Cllr Raywood & Assistant to the Town Clerk to progress and agree a site with Tewkesbury Borough Council. Delegated Authority was given to agree the site on behalf of the Committee.

18/053 Arrivall Public Art work – The Town Clerk is contacting Sara Freckleton to discuss contract further.

18/083 Correspondence regarding purchase of the GIS system.

Action: Cllr S Raywood to respond.

18/083 Overgrown paths

Action: Cllr S Raywood to refer to Cllr Cromwell.

18/083 Mythe Speed Data

Action: Cllrs S Raywood & Sztymiak to review and send results to the office

18/085 Mitton Play area – Leaves have been removed



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18/091 Installation of CCTV at Gloucester Road – Quote has been received, cost will be £2800. To consider in the next financial year.

18/092 Cleaning of bus shelters – Few companies wish to quote. One quote has been received at a cost of £35 per bus shelter if cleaned on an ad-hoc basis, £20 per bus shelter if cleaned on a bi-monthly basis.

Action: Assistant to the Town Clerk to continue to find alternative suppliers and calculate overall costs and options.

18/094 Playground inspections – An update was provided on the weekly and annual inspections. Cllr S Raywood and Assistant to the Town Clerk had accompanied the current inspector to the Mitton Manor and Derek Graham Play areas.

Action: Assistant to the Town Clerk to continue to investigate options for the forthcoming year.

E&A 18/100 To receive correspondence relating to the Environment and Amenities Committee

Correspondence has been received regarding the Lincoln Green noticeboard and their support for the installation of a noticeboard.

Correspondence was also received regarding dog waste and litter bins for the Tewkesbury Park estate and whether additional litter and dog waste bins could be provided.

One litter bin has been re-sited in Tewkesbury Park, but was smaller in capacity.

There is a dog waste bin behind the hedge on the football field and the question of whether this could be re-sited was raised.

Action: Add as an agenda item for next meeting.

E&A 18/101 Public Participation

There were no members of the public in attendance.

E&A 18/102 To review the work programme

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

- Litter bins – Perry Hill
- Memorial bench update
- Tree management
- Committee budget goes before Full Council on 21st January 2019
- Emergency Plan Working Group meeting is scheduled for 28th January 2019
- Met with the Barnwood Trust regarding grants for Warwick Place Improvement - application to be submitted

E&A 18/103 To discuss the request for a boules court in Tewkesbury

This item was moved up the agenda. Cllr Workman outlined the request that has been made for a boules court in Tewkesbury. The request has come from U3A who currently play boules at the Farmer's Arms at Apperley.



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A quotation has been received for installation of a boules court and the cost for a standard sized court (4m x 15m) would be approximately £1900. U3A have advised that they currently pay to use the boules court at Apperley.

The committee felt that it was potentially a good idea but that a suitable location has not been found.

Action: All Cllrs to be asked for suggestions as to a possible location.

Cllr Workman left the meeting.

E&A 18/104 To receive Income and Expenditure Reports for November & December (in part) 2018

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

Queries were raised regarding payment 416 and vouchers 356 and 357.

Action: Assistant to the Town Clerk to report back at next meeting.

Cllrs discussed the removal of business rates for public and that it will require a change in the law.

Action: Assistant to the Town Council to contact Simon Dix at Tewkesbury Borough Council for an update.

E&A 18/105 To receive the committee Budget Report

It was **RESOLVED** to receive the Budget Report.

Cllrs discussed the current budget report and the changes regarding insurances and FM Contract being accounted for as corporate costs in the next financial year.

E&A 18/106 To approve the payments list

It was **RESOLVED** to approve the payments list.

Proposed by Cllr Danter, seconded by Cllr Sztymiak.

E&A 18/107 To receive updates on Play Areas and agree actions

- Derrick Graham Memorial Park
 - Broken metal fence posts have been removed by Greenfields
 - Belt swing has been replaced
 - Quote for the repair due to the erosion of soil beneath the slide £595.
It was **RESOLVED** to repair the erosion of soil beneath the slide at a cost of £595 by Greenfields Ltd.
Proposed by Cllr J Raywood, seconded by Cllr Sztymiak



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- Mitton Play Area
 - Damaged astroturf has been replaced
 - Quote for the sand for the artificial grass has been received.
It was noted that due to health and safety issues, the artificial grass requires urgent attention and the committee agreed the overspend. It was **RESOLVED** to purchase and install the sand for the artificial grass at Mitton Manor Play Park at a cost of £690 from Greenfields Ltd.
Proposed by Cllr J Raywood, seconded by Cllr Sztymiak.
- Warwick Place Play Area
 - Order for Phase one of the Warwick Place Improvement has been made
 - Phase two requires additional funding to complete
 - Additional grant sources are being investigated
Action: Assistant to Town Clerk to speak to Cllr Sztymiak about a potential grant source that HOPPs together with Tewkesbury Borough Council are eligible to apply for.

E&A 18/108 To review the condition inspection reports

35 items were rated as being in poor condition. 9 dog bins are being replaced in January 2019 through s.106 money.

Specific items for repair:

- Two ballast bins at Tewkesbury School and the Baptist Chapel need rust treatment and painting.
- Benches on the Severn Ham, one needs removing, but lack of vehicular access to the Ham makes removal difficult. Bench by the weir needs a wooden slat replacing and painting.
- One High Street bin may require full replacement. There are two bins in the Town Hall garden that it may be possible to use to repair others.
- Generally the outside of all bins need cleaning

Next inspection is due in June 2019.

It was noted that the noticeboard at the George Watson Hall is in urgent need of repair. **Action:** Refer to the Town Clerk for urgent repairs.

E&A 18/109 To discuss the outcome of the meeting with GCC and Tewkesbury Borough Council regarding the upkeep of alleys and pavements within Tewkesbury Town Parish and agree any actions

The Assistant to the Town Clerk gave an update on the meeting. Tewkesbury Town Council has responsibility for the cleaning of one alley – Potter's Alley (which runs from Barton Street to the old Saffron Rd toilet block). Responsibility for the cleaning of the remainder of the alleys is that of Tewkesbury Borough Council. GCC Highways become responsible when drains become blocked.



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Tewkesbury Borough Council (TBC) have advised that they will respond to calls regarding litter / issues with the alleys and that issues should be called in to the Customer Helpline or reported on the TBC website.

Historically Tewkesbury Town Council has always provided some alley cleaning in order to keep it to the standard the Council would like to maintain. It was accepted that TBC are not going to provide the resources to maintain the alleys to that level and that there will be a cost to the Town Council if they carry out alley cleaning.

Action: Views of the Committee to be passed to the Town Clerk for consideration.

Clrs discussed the use of the snow warden and that this should be considered as part of the emergency plan. **Action:** To be referred to the Emergency Plan Working Group.

E&A 18/110 **To discuss the request from GCC Highways department to identify roads in Tewkesbury Town that require repair / maintenance.**

Further to the meeting with GCC regarding the alleys, GCC wish to ensure that they are receiving a holistic view of where requires repair and have asked the Town Council for their top three road issues in the Town.

Lower half of Digby drive – crumbling underneath – Carrant to Mitton Way
Pleased with the areas Cllr Cromwell has organised.

Drains cleared in Chance Street – not cleared due to cars parking
Perry Hill, Warwick Rd Margaret Rd – concrete and structural issues
Flooding issue by Morrisions

Action: Assistant to Town Clerk to ask all Clrs for their views.

E&A 18/111 **To discuss the options for repairs to The Crescent bus shelter and agree the next steps.**

Clrs discussed the options for repairs to The Crescent bus shelter. Repair will extend the life of the current shelter by approximately five years.

It was **RESOLVED** to agree the repairs to The Crescent bus shelter as quoted by Externiture Ltd at a cost of £1755. A virement of £755 will be required from Street Furniture to Bus Shelter R&M.

Proposed by Cllr J Raywood, seconded by Cllr Danter.

Action: Recommend to Full Council that Externiture Ltd be added to the Retained Contractors list.

E&A 18/112 **To note the use of emergency powers for repairs made to the Gupshill Bus Shelter and agree the next steps**

The use of emergency powers for repairs made to the Gupshill Bus Shelter at a cost of £470 were noted.



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E&A 18/113 **To discuss the current provision of public toilets in Tewkesbury and agree next actions**
Cllrs discussed the possibility of reinstating the Gander Lane toilets as a Changing Places toilet. Discussions covered whether this was the best location, flooding issues, provision requirements for 2021 and the refurbishment of the Spring Gardens site.

Action: Assistant to the Town Clerk to write to Fisher German to ask whether the trustees of Gander Lane toilets would agree in principle to this change.

E&A 18/114 **To discuss the maintenance of the doors at the public toilets at Gloucester Road and Spring Gardens and agree actions required**
Discussions were had as to the current state of the doors and locks at both toilet blocks.

Action: Ask FM company for a quote to repaint inside of the doors at Spring Gardens.

Action: Locksmith required for Gloucester Road toilets

Cllrs asked if there is a checklist for what the cleaners must do / check when they are cleaning the toilets.

Action: Assistant to the Town Clerk to investigate.

E&A 18/115 **To approve next steps for the facilities maintenance contract**
In principle the Committee supports the extension of the current facilities maintenance contract for a further two years.

Cllrs would like to see the full details of the proposal in due course.

E&A 18/116 **To agree a response to the Neighbourhood Plan progress request from Tewkesbury Borough Council**
Cllrs agreed to refer this to the Neighbourhood Plan Steering Group.
Action: Cllr S Raywood to call a meeting of the Neighbourhood Plan Steering Group.

The meeting closed at 8.18pm.

Signature of Chairman upon approval of the minutes5th March 2019