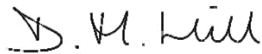


**TEWKESBURY TOWN COUNCIL
ENVIRONMENT & AMENITIES COMMITTEE
21st MAY 2019**

To: Members of Environment & Amenities Committee: Councillors S. Raywood (Chairman), M. Sztymiak, C. Danter, K. Powell, J. Raywood and T. Walker.

You are summoned to attend a meeting of the Environment & Amenities Committee which will be held in the Mayor's Parlour, Town Hall, High Street, Tewkesbury, on **21st May 2019 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
15th May 2019

AGENDA

1. To receive apologies for absence.
2. To record declarations of interest.
3. To consider requests for dispensations.
4. To approve the minutes of the meeting held on 9th April 2019.
5. Matters arising from the minutes – for information only.
6. To receive correspondence relating to the Environment & Amenities Committee.
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. To review the work programme.
9. To receive Income & Expenditure reports for April 2019
10. To receive the Committee Budget report
11. To approve the payments list

12. To receive updates on Play Areas and agree actions:
 - i. Derek Graham Memorial Park
 - ii. Mitton Play Area
 - iii. Warwick Place Play Area
13. To receive an update on the Lincoln Green Lane noticeboard
14. To agree the Post Installation Inspection cost for phase one of the Warwick Place Play Area refurbishment
15. To discuss the youth budget for 2019/20 and agree the next steps
16. To discuss the Community Right to Bid application for Mitton and the next steps
17. To discuss tree survey locations and to agree action required
18. To discuss and agree the next steps for the grass cutting contract for Tewkesbury Town Council
19. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items on this agenda
20. To agree the Grant Funding Agreement in relation to Warwick Place Play Area and to authorise the Town Clerk to sign the agreement on behalf of the Town Council



TEWKESBURY TOWN COUNCIL

MINUTES

of the

**Environment & Amenities Committee meeting held on 9th April 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, S Franklin, K Powell

In attendance: J King (Assistant to the Town Clerk), 1 member of the public

E&A 18/137 To receive apologies for absence
Cllr Carter & Cllr Walker

E&A 18/138 To record declarations of interest
Cllr Sztymiak declared an interest as a Borough Council in item 21 (minute ref: E&A 18/157)

E&A 18/139 To consider requests for dispensations
None received.

E&A 18/140 To approve the Minutes of the meeting held on 5th March 2019
It was **RESOLVED** to approve the minutes.
Proposed by Cllr Danter, seconded by Cllr Franklin.

18/123 Post meeting note – Cllrs wish to record that there is no known policy that suggests that the standard Tewkesbury Town Council noticeboard would not comply with Tewkesbury Borough Council's requirements for planning.

E&A 18/141 Matters arising from the minutes – for information only

18/053 Arrivall Public Art work – Ongoing

18/083 Correspondence regarding purchase of the GIS system – Complete

18/083 Overgrown paths - Ongoing

18/083 Mythe Speed Data

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

18/094 Playground inspections – Complete

18/114 Maintenance of public toilets – Repainting of Spring Gardens toilet doors will be completed by GAB Services.

18/116 Neighbourhood development plan – Ongoing

18/124 No Smoking Signs – Ongoing

18/132 Additional Litter Bin on Jubilee Way – Being provided via s106 money

18/136 Highways list – Has been returned to GCC



TEWKESBURY TOWN COUNCIL

- E&A 18/142 To receive correspondence relating to the Environment and Amenities Committee**
No correspondence had been received.
- E&A 18/143 Public Participation**
There was no public participation.
- E&A 18/144 To review the work programme**
Cllrs reviewed the work programme.
- E&A 18/145 To receive Income and Expenditure Reports for February & March 2019**
The Income and Expenditure Reports for February & March 2019 were received.
- E&A 18/146 To approve the payments list**
It was **RESOLVED** to approve the payments list.
Proposed by Cllr J Raywood, seconded by Cllr Franklin.
- E&A 18/147 To receive the Committee Budget Report and to agree the year end actions**
The Budget Report was received.
It was **RESOLVED** to:
- Vire £1235 from Street Furniture to Derek Graham R&M
 - Earmark £1571 in Derek Graham R&M for replacement benches
 - Earmark £625 from CCTV for Gloucester Road CCTV
 - Earmark £760 from Tree Maintenance for tree survey
 - Earmark £1500 from Street Furniture for repairs to the Smart Clock
 - Earmark £2164 from Spring Gardens R&M for new doors
 - Earmark £1219 from Gloucester Road R&M for new doors
 - Earmark £1500 from Noticeboards for Lincoln Green Lane noticeboard
 - Earmark £8976 from Warwick Place for play area improvement project
 - Earmark £2475 from Youth budget for supporting holiday playschemes
- Proposed by Cllr Danter, seconded by Cllr J Raywood.
- E&A 18/148 To receive updates on Play Areas and agree actions**
- Derrick Graham Memorial Park
 - Waiting for erosion under slide to be repaired – weather issues
 - Zip wire awaiting repair
 - Mitton Play Area
 - Vandal proof drill bits purchased to allow access to inspection chamber of roundabout
 - Warwick Place Play Area
 - Grant of £2000 awarded by GPFA
 - Awaiting result of Barnwood Trust grant application.



TEWKESBURY TOWN COUNCIL

- Phase 1 starts early May – expected completion by Friday 24th May – weather dependent.

E&A 18/149 To discuss and agree the next steps regarding bus shelter cleaning

It was RESOLVED to approve the cleaning of the sixteen bus shelters by Blue Moon Cleaning Ltd, at a cost of £160 per clean, four times a year.

Proposed by Cllr Danter, Cllr Powell.

The Councillors wished to thank all the companies that provided quotes.

E&A 18/150 To receive an update on the 2019/20 business rates for Public Conveniences

At present the legislation removing business rates from Public Conveniences has not passed through Parliament, so business rates continue to be payable. The Committee will continue to monitor the situation and add to a future agenda once the legislation has been passed.

E&A 18/151 To discuss the response from Fisher German regarding Public Conveniences in Tewkesbury and agree next steps

Councillors provided responses to the questions raised by Fisher German.

The priority is to provide a 'Changing Places' and mother and toddler toilets.

Need to investigate grants available and cost of changes to the building.

Would like to complete in time for Abbey 2021, if possible.

Action: Assistant to Town Clerk to respond to Fisher German and investigate grant options and costs for changes to the building.

E&A 18/152 To discuss and agree the next steps for replacing litter bins at the Derek Graham Play Area

Defer to the next meeting.

E&A 18/153 To discuss and agree replacement benches for the Derek Graham Play Area

It was RESOLVED to purchase two steel benches at a cost £765 each, from Greenfields Limited for the Derek Graham Play Area.

Proposed by Cllr Szymiak, seconded by Cllr J Raywood.

Action: Councillors wish to investigate the additional cost for anti-theft fixings.

E&A 18/154 To note the use of emergency powers for:

The use of emergency powers was noted for:

- a. The repair of the zipwire at the Derek Graham Play Area at a cost of £589.00
- b. Repair of the taps and sinks at Spring Gardens toilet block at a cost of £226.25

E&A 18/155 To receive an update on the Lincoln Green Lane noticeboard

The Assistant to the Town Clerk provided an update. A mock up of the sign has been received, but was not in keeping with the way finder signs, so an alternative has been requested. As soon as this mock up is available, the Assistant to the Town Clerk



TEWKESBURY TOWN COUNCIL

will organise a meeting between Tewkesbury Borough Council, the Lincoln Green Resident’s Association, Councillor Cromwell and the Town Council to finalise the details. Tewkesbury Borough Council are currently preparing the licence for the board.

E&A 18/156 To agree Phases 2 & 3 of the Warwick Place Play Area improvement project

It was RESOLVED to approve Phases 2 & 3 of the Warwick Place Play Area improvement project at a cost of £47,220 and to delegate authority to the Assistant to the Town Clerk to commence the project, as soon as the necessary funds are in place, including a contribution of up to £37,670 from Tewkesbury Town Council.

Proposed by Cllr Sztymiak, seconded by J Raywood.

E&A 18/157 To agree the Grant Relationship Agreement with Tewkesbury Borough Council in respect of the Pocket Parks Plus Grant Funding Scheme and to authorise the Town Clerk to sign the agreement on behalf of the Town Council.

It was RESOLVED to agree the Grant Relationship Agreement with Tewkesbury Borough Council in respect of the Pocket Parks Plus Grant Funding Scheme and to authorise the Town Clerk to sign the agreement on behalf of the Town Council.

Proposed by Cllr J Raywood, seconded by Cllr Franklin.

The Chair thanked Councillors for their hard work on the Committee over the last four years and feels that they have set up the Committee and Council for success over the next year. Councillors thanked the Chair for his leadership over this period.

The meeting closed at 19.07

Signature of Chairman upon approval of the minutes21st May 2019

51	26/04/2019	April 2019	Lloyds Bank -	DD	Business Rates - Spring Gdhs	Tewkesbury Borough Council	Z	295.10	0.00	295.10
					Subtotal for Code: Spring Gardens Rates			£0.00	£0.00	£295.10
Code Vchr.	Date	3,800 Minute	Gloucester Rd R&M Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota
9	23/04/2019	Retained	Lloyds Bank -	Electronic	Service water heater	KB Heating & Building Services	Z	120.00	0.00	120.00
					Subtotal for Code: Gloucester Rd R&M			£120.00	£0.00	£120.00
Code Vchr.	Date	11,506 Minute	Bus Shelter R&M Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota
30	18/04/2019	E&A	Lloyds Bank -	Electronic	Bus shelter refurbishment	Exteriture Ltd	S	1,755.00	351.00	2,106.00
					Subtotal for Code: Bus Shelter R&M			£1,755.00	£351.00	£2,106.00
					Subtotal for Cost Centre: ENVIRONMENT &			8,274.06	1,438.60	9,712.66
					TOTALS			£8,274.06	£1,438.60	£9,712.66

Tewkesbury Town Council
Receipt Report - ENVIRONMENT & AMENITIES
 (Between 01/04/2019 to 30/04/2019)

Cost Centre		ENVIRONMENT & AMENITIES									
Code Vchr.	Date	Minute	Bank	3,000 Spring Gardens Income	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota
1	18/04/2019		Lloyds Bank -		501160	Spring Gardens WC Cash	Tewkesbury Town Council	E	110.00	0.00	110.00
14	26/04/2019		Lloyds Bank -		501162	Spring Gardens WC Cash	Tewkesbury Town Council	E	85.80	0.00	85.80
						Subtotal for Code: Spring Gardens Income			£195.80	£0.00	£195.80
Code Vchr. 3,001 Gloucester Road Income											
2	18/04/2019		Lloyds Bank -		501160	Gloucester Road WC Cash	Tewkesbury Town Council	E	51.22	0.00	51.22
13	26/04/2019		Lloyds Bank -		501162	Gloucester Road WC Cash	Tewkesbury Town Council	E	44.26	0.00	44.26
						Subtotal for Code: Gloucester Road			£95.48	£0.00	£95.48
						Subtotal for Cost Centre: ENVIRONMENT & AMENITIES			291.28	0.00	291.28
TOTALS									£291.28	£0.00	£291.28

Tewkesbury Town Council Budget Report

ENVIRONMENT & AMENITIES		Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
3,000	Spring Gardens Income	0.00	3,000.00	366.20	0.00	0.00	-2,633.80
3,001	Gloucester Road Income	1,219.00	1,500.00	178.81	0.00	0.00	-102.19
3,550	Derek Graham R&M	2,066.00	0.00	0.00	2,000.00	1,348.29	2,717.71
3,575	Mitton R&M	0.00	0.00	0.00	1,000.00	516.80	483.20
3,600	Warwick Place R&M	0.00	0.00	0.00	1,500.00	736.74	763.26
3,625	CCTV	625.00	0.00	0.00	6,000.00	3,025.00	3,600.00
3,650	Tree Maintenance	760.00	0.00	0.00	3,000.00	0.00	3,760.00
3,675	Street Furniture & Clock	1,500.00	0.00	0.00	4,000.00	0.00	5,500.00
3,700	Emergency Plan/Adverse	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3,725	Spring Gardens R&M	2,164.00	0.00	0.00	5,000.00	459.11	6,704.89
3,730	Spring Gardens Water	0.00	0.00	0.00	2,000.00	254.76	1,745.24
3,740	Spring Gardens Rates	0.00	0.00	0.00	3,000.00	595.10	2,404.90
3,756	Spring Gardens Utilities	0.00	0.00	0.00	650.00	181.40	468.60
3,800	Gloucester Rd R&M	0.00	0.00	0.00	1,750.00	120.00	1,630.00
3,805	Gloucester Road Water	0.00	0.00	0.00	650.00	192.93	457.07
3,807	Gloucester Road Rates	0.00	0.00	0.00	2,220.00	228.00	1,992.00
3,830	Gloucester Road Utilities	0.00	0.00	0.00	400.00	63.66	336.34
3,850	Notice Boards	3,500.00	0.00	0.00	1,300.00	0.00	4,800.00
3,880	Cleaning & Maintenance	0.00	0.00	0.00	1,500.00	0.00	1,500.00
3,890	Combined Consumables	0.00	0.00	0.00	2,500.00	284.36	2,215.64
11,501	Warwick Place Improvement	32,250.00	0.00	0.00	0.00	0.00	32,250.00
11,503	Youth Budget	5,000.00	0.00	0.00	0.00	0.00	5,000.00
11,505	Arrivall Insurance	0.00	0.00	0.00	250.00	268.40	-18.40
11,506	Bus Shelter R&M	0.00	0.00	0.00	1,000.00	1,910.20	-910.20
11,507	Hygiene Contract	0.00	0.00	0.00	1,200.00	0.00	1,200.00
13,501	Flood Support	0.00	0.00	0.00	0.00	0.00	0.00
13,509	GIS	0.00	0.00	0.00	650.00	0.00	650.00
13,550	Grass Cutting	0.00	0.00	0.00	2,840.00	0.00	2,840.00
13,700	E&A Earmarked Reserves	0.00	0.00	0.00	0.00	0.00	0.00
13,800	Playparks Projects	0.00	0.00	0.00	40,500.00	0.00	40,500.00
		£49,084.00	4,500.00	£545.01	85,910.00	£10,184.75	120,854.26