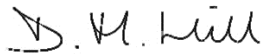


**TEWKESBURY TOWN COUNCIL
ENVIRONMENT & AMENITIES COMMITTEE
2nd JULY 2019**

To: Members of Environment & Amenities Committee: Councillors S. Raywood (Chairman), G. Preedy, H. Davis, J. Raywood, M. Sztymiak, P. Aldridge, K. Powell

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 **2nd July 2019 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
26th June 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 21st May 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 May 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 receive an update on the youth budget for 2019/20 and agree any summer provision
15. To receive an update on public toilets in Tewkesbury
16. To approve retrospectively the additional expenditure incurred to replace both noticeboards at the Watson Hall
17. To consider and agree a request for an additional bench opposite Morrisons
18. To agree the transfer of £1717 from E&A earmarked reserves to the main account and to allocate £495 to Derek Graham R&M and £1222 to Bus Shelter R&M.



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Environment & Amenities Committee meeting held on 21st May 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs S Raywood (Chair), J Raywood, C Danter, M Sztymiak, H Davis, A Rudge

In attendance: J King (Assistant Town Clerk),

E&A 18/158 To receive apologies for absence
Apologies were received from Cllr Walker

E&A 18/159 To record declarations of interest
Cllr Danter declared an interest in item 11 (Payments List)

E&A 18/160 To consider requests for dispensations
None received.

E&A 18/161 To approve the Minutes of the meeting held on 9th April 2019
It was **RESOLVED** to approve the minutes.
Subject to the inclusion of 'Earmark £1222 from Bus Shelter R&M for repairs to Crescent bus shelter' under E&A 18/147.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 18/162 Matters arising from the minutes – for information only

- 18/053 Arrivall Public Art work** – Ongoing
- 18/083 Overgrown paths** – Cllr Danter to check
- 18/083 Mythe Speed Data** – Cllr Sztymiak & Cllr Raywood met to review the data, the average speed was 35 mph. Cllr J Raywood asked how much more dangerous that five miles an hour is to a pedestrian.
Action: Assistant Town Clerk to investigate and circulate result.
Action: Assistant Town Clerk to speak to PCSO about the data and any actions they wish to take.
- 18/107 Slide repairs at Derek Graham Play Area** – Complete
- 18/111 Repair to Crescent bus shelter** - Complete
- 18/114 Public Toilets** – Repainting of Spring Gardens toilet doors - complete.
- 18/116 Neighbourhood development plan** – Ongoing
- 18/124 No Smoking Signs in bus shelters** – Complete
- 18/131 Replacement noticeboards at George Watson Hall** - Complete
- 18/132 Additional Litter Bin on Jubilee Way** – Complete
- 18/134 Waste bins for Bloody Meadow & Link Road** – Complete
- 18/135 Bus shelter cleaning** – Complete
- 18/154 Zip wire repair at Derek Graham Play Area** - Complete



TEWKESBURY TOWN COUNCIL

- E&A 18/163 To receive correspondence relating to the Environment and Amenities Committee**
Correspondence was received from the Tewkesbury Refugee Support thanking GAB Services for their assistance at their event.
A member of the public emailed to thank the Town Council for the swift replacement of the dog waste bin on Digby Drive, Mitton.
Email from Tewkesbury Borough Council regarding dog fouling and the new Public space Protection Order.
Action: The Committee would like to invite Tewkesbury Borough Council to a Full Council meeting.
- E&A 18/164 Public Participation**
There was no public participation.
- E&A 18/165 To review the work programme**
Cllrs reviewed the work programme.
Is speed data ever moved to other locations? – yes on Glos Road – south of Gupshill Manor. Highways advised on locations at the time on installation. Interest on Glos Road closer to the Borough Council and whether this should be a formal crossing place.
- E&A 18/166 To receive Income and Expenditure Reports for April 2019**
The Income and Expenditure Reports for April 2019 were received.
- E&A 18/167 To receive the Committee Budget Report**
The Budget Report was received.
- E&A 18/168 To approve the payments list**
It was **RESOLVED** to approve the payments list.
Proposed by Cllr J Raywood, seconded by Cllr Sztymiak
- E&A 18/169 To receive updates on Play Areas and agree actions**
Access issues with the playground inspection database have been resolved.
Action: Assistant Town Clerk to create a priority list of all outstanding actions with associated repair costs (if applicable).
- Derrick Graham Memorial Park
It was **RESOLVED** to install anti-vandal fittings on the two new picnic benches at a cost of £90. Proposed Cllr Danter, seconded by Cllr J Raywood.
 - Warwick Place Play Area
Refurbishment phase 1 started on 16th May



TEWKESBURY TOWN COUNCIL

- E&A 18/170 To receive any update on the Lincoln Green Lane noticeboard**
Tewkesbury Borough Council have proposed a three-way licence with the Resident's Association. The Environment & Amenities Committee wish to review the licence before it is signed.
Action: Assistant Town Clerk to follow up with Andy Noble regarding the three-way licence.
- E&A 18/171 To agree the Post Installation Inspection (PII) cost for phase one of the Warwick Place Play Area refurbishment**
It is highly recommended that an independent inspection of new play equipment is carried out prior to the public being allowed access.
It was RESOLVED to agree the Post Installation Inspection (PII) for phase one of the Warwick Place Play Area refurbishment at a cost of £608.33.
Proposed Cllr Danter, seconded Cllr J Raywood.
- E&A 18/172 To discuss the youth budget for 2019/20 and agree the next steps**
The Committee discussed their desire to support the teens in the Town, particularly those aged 11-13. The Committee wish to investigate the current options available and the locations where activities may be carried out e.g. The Vineyards, Derek Graham or the playing fields at Mitton.
Action: Assistant Town Clerk to contact Gloucestershire Play Rangers and the local Police (re: The Aston Project) to see what is available.
- E&A 18/173 To discuss the Community Right to Bid application for Mitton and the next steps**
Action: Assistant Town Clerk to submit the Community Right to Bid application for Mitton.
- E&A 18/174 To discuss tree survey locations and to agree action required**
The Committee discussed the location of trees to be included in the survey. These should include:
St Mary's Road Mooring
Back of Avon
Town Hall Garden
Anglo-American Remembrance Garden
2 Saffron Road
Trees adjacent to 109 Churchill Grove
Derek Graham Play Area
Warwick Place Play Area
Action: Assistant Town Clerk to obtain quotations regarding the tree survey.

Trees to be numbered and then added to the asset register for regular review.
A Councillor asked where the ash trees are, so that they can be closely monitored.



TEWKESBURY TOWN COUNCIL

E&A 18/175 To discuss and agree the next steps for the grass cutting contract for Tewkesbury Town Council

The current contract is up for renewal in October. The next contract will also be for a three-year term. Current cutting starts in March each year. There have been no issues with the current provider over the last three years, so they will be invited to quote again. The Committee wish to receive quotations that also include the option to cut the Town Hall Garden and Anglo-American Remembrance Garden.

E&A 18/176 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

It was 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. Proposed by Cllr Danter, seconded by Cllr J Raywood.

E&A 18/177 To agree the Grant Funding Agreement in relation to the Warwick Place Play Area and to authorise the Town Clerk to sign the agreement on behalf of the Town Council.

It was RESOLVED to agree the Grant Funding Agreement in relation to the Warwick Place Play Area and to authorise the Town Clerk to sign the agreement on behalf of the Town Council. Proposed by Cllr Danter, seconded by Cllr J Raywood.

The meeting closed at 7.11pm

Signature of Chairman upon approval of the minutes2nd July 2019

Environment & Amenities Work Programme

Vehicle Activated Signs (VAS)

Action	Resp	Status	Comments
Review of VAS Speed Data	MS/SFR	Complete	Sent to Glos Police for information

Public Conveniences

Action	Resp	Status	Comments
Quote required for painting inside of Spring Garden PC doors	GAB / JK	Closed	Work completed W/c 13/5/19
Gander Lane Toilet Block	All	Open	Awaiting response from Fisher German to second letter
Business rates for toilets	All	Open	Monitoring situation, expected to be removed in April 19, but current info indicates they will remain in force as legislation not passed.

Play Areas

Action	Resp	Status	Comments
Councillor to accompany TBC inspectors to play area	JK	Closed	Assistant to the Town Clerk to meet TBC on site - completed Dec 2018
Warwick Place Refurbishment	JK	Open	Phase 1 complete. Grants given for Phases 2 & 3 - awaiting money into account
Slide base at Derek Graham to replace	JK	Closed	Complete
Zip wire at Derek Graham repairs	JK	Closed	Complete
Quote for replacement of picnic tables at Derek Graham	JK	Open	Arrived - awaiting installation
Login details for playground inspection system	JK	Closed	Access now granted and over 50 items closed
Playground repairs - prioritisation	JK	Open	List of repairs received from Greenfields, prioritise and action

CCTV

Action	Resp	Status	Comments
Consider Upgrade of current CCTV System	All	Open	Initial upgrade done. Further enhancements to be considered in conjunction with feedback from the Police
			Quote for £2800 received for reinstalling CCTV in Gloucester Road toilet block

Bins

Action	Resp	Status	Comments
Councillors to validate street furniture asset list and inspect their assigned route	All	Closed	Inspections undertaken in December 2018.
Bins at Perry Hill	All	Closed	
Jubilee Way & Bloody Meadow bin replacements	JK	Closed	Complete
Dog waste bins x 9 being replaced via s.106 money	JK	Closed	Complete
Queen's Road / Link Road dog bin replacement	JK	Closed	Complete
Replacement dog bin for Digby Road, Mitton	JK	Closed	Complete

Bus Shelters

Action	Resp	Status	Comments
Maintenance required on roof of Gupshill Manor SB Bus Shelter	JK	Closed	Work undertaken to roof at Shelter but further work is likely to be required.
Maintenance required on roof of Boots Bus Shelter	JK	Closed	Roof Panel requires repositioning.
Painting and rust prevention work needed on Crescent NB Bus Shelter.	JK	Closed	Complete
Bus shelter cleaning	JK	Open	First clean complete - to be cleaned every three months
Installation of no smoking signs	JK	Closed	Complete

Benches

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Action	Resp	Status	Comments
Ongoing public benches upgrade/renewal	All	Open	JK progressing memorial bench requests. 1 x Town Hall Garden. 1 x Severn Ham
Noticeboards			
Action	Resp	Status	Comments
Discuss with TBC about placement of a noticeboard at Lincoln Green Lane	SR/ Clerk/ JK	Open	Licence conditions under discussion with TBC
Purchase of Noticeboard for Lincoln Green Lane	JK	Open	Waiting on 3 way licence details from TBC
Emergency Planning/Adverse Weather Planning			
Action	Resp	Status	Comments
Amend Emergency Plan documents following review in Spring/Summer 2018	Clerk	Closed	Review again autumn 2019
Emergency Plan Working Group Formulated to produce new Plan.	EPWG	Open	Working Group to met to work on new version of Emergency Plan.
Other			
Action	Resp	Status	Comments
Review toilet block risk assessment.	All	Closed	Risk Assessment carried out and reported to committee.
Discuss the Committee Budget for Financial Year 2019/20.	All	Closed	Draft Council Budget produced by Finance Committee - Budget approved by Full Council
Consider purchase of Annual Parish Online Membership and the approach taken towards usage of this Geographical Information System	All	Open	Authority to spend but purchase of membership outstanding.
Gain professional opinion of trained arborist on all trees overseen by this committee	All	Open	Tree survey quotes requested
Work required on trees at Warwick Place play area	JK	Open	Quotes required
Community right to bid: Mitton	MS / JK	Open	Ongoing - bid submitted
Youth Services - Youth Council	All	Open	To consider next steps
Youth Services - Holiday playscheme	All	Open	To consider next steps
Street furniture condition inspection	All	Open	Due July 2019

Tewkesbury Town Council
Budget Report at 25/6/19
Cost Centre ENVIRONMENT & AMENITIES

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over
3,000	Spring Gardens Income	3,000.00	701.80	-2,298				-2,298
3,001	Gloucester Road Income	1,500.00	339.76	-1,160				-1,160
3,550	Derek Graham R&M				2,000.00	1,703.25	297	297
3,575	Mitton R&M				1,000.00	516.80	483	483
3,600	Warwick Place R&M				1,500.00	500.00	1,000	1,000
3,625	CCTV				6,000.00	3,025.00	2,975	2,975
3,650	Tree Maintenance				3,000.00		3,000	3,000
3,675	Street Furniture & Clock				4,000.00		4,000	4,000
3,700	Emergency Plan/Adverse Weather				1,000.00		1,000	1,000
3,725	Spring Gardens R&M				5,000.00	707.65	4,292	4,292
3,730	Spring Gardens Water				2,000.00	604.05	1,396	1,396
3,740	Spring Gardens Rates				3,000.00	595.10	2,405	2,405
3,756	Spring Gardens Utilities				650.00	181.40	469	469
3,800	Gloucester Rd R&M				1,750.00	120.00	1,630	1,630
3,805	Gloucester Road Water				650.00	192.93	457	457
3,807	Gloucester Road Rates				2,220.00	459.15	1,761	1,761
3,830	Gloucester Road Utilities				400.00	63.66	336	336
3,850	Notice Boards				1,300.00	550.00	750	750
3,880	Cleaning & Maintenance				1,500.00		1,500	1,500
3,890	Combined Consumables				2,500.00	284.36	2,216	2,216
11,501	Warwick Place Improvement							
11,503	Youth Budget							
11,505	Arrivall Insurance				250.00	268.40	-18	-18
11,506	Bus Shelter R&M				1,000.00	1,910.20	-910	-910
11,507	Hygiene Contract				1,200.00	827.31	373	373
13,501	Flood Support							
13,509	GIS				650.00		650	650
13,550	Grass Cutting				2,840.00	473.48	2,367	2,367
13,700	E&A Earmarked Reserves							
13,800	Playparks Projects				40,500.00	27,238.66	13,261	13,261
NET TOTAL		4,500.00	1,041.56	-3,458	85,910.00	40,221.40	45,689	42,230
V.A.T.						7,359.05		
GROSS TOTAL			1,041.56			47,580.45		

Tewkesbury Town Council

Listing of Payments in each Code for Cost Centre - ENVIRONMENT & AMENITIES (Between 01/05/2019 to 31/05/2019)

Cost Centre		ENVIRONMENT & AMENITIES									
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota	
176	21/05/2019	EA 9/4/19	Lloyds Bank -	Electronic	Repairs to zip wire	Greenfields Garden Services Ltd	S	589.00	117.80	706.80	
						Subtotal for Code: Derek Graham R&M		£589.00	£117.80	£706.80	
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota	
203	29/05/2019	3,725	Spring Gardens R&M	Electronic	Fixtures & fittings	Timber & Hardware Supplies LTD	S	51.05	10.21	61.26	
						Subtotal for Code: Spring Gardens R&M		£51.05	£10.21	£61.26	
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota	
133	09/05/2019	May 2019	Lloyds Bank -	DD	Business Rates - Spring Gdhs	Tewkesbury Borough Council	Z	300.00	0.00	300.00	
						Subtotal for Code: Spring Gardens Rates		£300.00	£0.00	£300.00	
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota	
98	07/05/2019	08.03.19-	Lloyds Bank -	DD	Electricity	Squeaky Clean Energy Ltd	U	181.40	9.07	190.47	
						Subtotal for Code: Spring Gardens Utilities		£181.40	£9.07	£190.47	
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota	
88	02/05/2019	3,805	Gloucester Road Water	DD	Water Bill	Waterplus	Z	192.93	0.00	192.93	
						Subtotal for Code: Gloucester Road Water		£192.93	£0.00	£192.93	
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota	
134	09/05/2019	May 2019	Lloyds Bank -	DD	Business Rates - Glos Rd WC	Tewkesbury Borough Council	Z	228.00	0.00	228.00	
171	17/05/2019	April 2019	Lloyds Bank -	DD	Business Rates - Glos Rd WC	Tewkesbury Borough Council	Z	231.15	0.00	231.15	
						Subtotal for Code: Gloucester Road Rates		£459.15	£0.00	£459.15	
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota	
100	07/05/2019	08.03.19-	Lloyds Bank -	DD	Electricity	Squeaky Clean Energy Ltd	U	63.66	3.18	66.84	
						Subtotal for Code: Gloucester Road		£63.66	£3.18	£66.84	
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota	
142	10/05/2019	N/A	Lloyds Bank -	Electronic	Cleaning & Caretaking	Hy-clean Supplies Ltd	S	29.75	5.95	35.70	
143	10/05/2019	N/A	Lloyds Bank -	Electronic	Cleaning & Caretaking	Hy-clean Supplies Ltd	S	18.00	3.60	21.60	

144	10/05/2019	N/A	Lloyds Bank -	Electronic	Cleaning & Caretaking	Hy-clean Supplies Ltd	S	33.65	6.73	40.38
145	10/05/2019		Lloyds Bank -	Electronic	Cleaning & Caretaking	Hy-clean Supplies Ltd	S	74.99	15.00	89.99
146	10/05/2019		Lloyds Bank -	Electronic	Cleaning & Caretaking	Hy-clean Supplies Ltd	S	43.24	8.65	51.89
147	10/05/2019		Lloyds Bank -	Electronic	Cleaning & Caretaking	Hy-clean Supplies Ltd	S	53.24	10.65	63.89
148	10/05/2019		Lloyds Bank -	Electronic	Cleaning & Caretaking	Hy-clean Supplies Ltd	S	31.49	6.30	37.79
					Subtotal for Code:	Combined		£284.36	£56.88	£341.24
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota
	14/05/2019		Lloyds Bank -	Electronic	Insurance Recharge For Battle	Tewkesbury Borough Council	S	268.40	53.68	322.08
					Subtotal for Code:	Arrivall Insurance		£268.40	£53.68	£322.08
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota
97	07/05/2019	N/A	Lloyds Bank -	Electronic	Bus shelter cleaning	Blue Moon Window Cleaning	Z	140.00	0.00	140.00
159	15/05/2019		Lloyds Bank -	Electronic	Bus shelter labels	Bishop's Stortford Limited	S	15.20	3.04	18.24
					Subtotal for Code:	Bus Shelter R&M		£155.20	£3.04	£158.24
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota
205	30/05/2019	Retained	Lloyds Bank -	DD	Service Visit	Initial	S	800.80	160.16	960.96
					Subtotal for Code:	Hygiene Contract		£800.80	£160.16	£960.96
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Tota
137	09/05/2019	Retained	Lloyds Bank -	Electronic	Grass Cutting	Countrywide Grounds Maintenance	S	118.37	23.68	142.05
138	09/05/2019	Retained	Lloyds Bank -	Electronic	Grass Cutting	Countrywide Grounds Maintenance	S	118.37	23.68	142.05
					Subtotal for Code:	Grass Cutting		£236.74	£47.36	£284.10
					Subtotal for Cost Centre:	ENVIRONMENT & AMENITIES		3,582.69	461.38	4,044.07
TOTALS								£3,582.69	£461.38	£4,044.07

Tewkesbury Town Council

Listing of Receipts in each Code for Cost Centre - ENVIRONMENT & AMENITIES (Between 01/05/2019 to 31/05/2019)

Cost Centre		ENVIRONMENT & AMENITIES		3,000 Spring Gardens Income		Cheq. No.		Description		Supplier		Vat		Ne		Vat		Total		
Code Vchr.	Date	Minute	Bank					Description												
35	03/05/2019		Lloyds Bank -	501164				Spring Gardens WC Cash	Tewkesbury Town Council	E	63.00	0.00	63.00							
79	10/05/2019		Lloyds Bank -	501166				Spring Gardens WC Cash	Tewkesbury Town Council	Z	62.80	0.00	62.80							
85	15/05/2019		Lloyds Bank -	501167				Spring Gardens WC Cash	Tewkesbury Town Council	E	44.60	0.00	44.60							
88	17/05/2019		Lloyds Bank -	501168				Spring Gardens WC Cash	Tewkesbury Town Council	E	23.00	0.00	23.00							
96	28/05/2019		Lloyds Bank -	501170				Spring Gardens WC Cash	Tewkesbury Town Council	Z	101.20	0.00	101.20							
114	31/05/2019		Lloyds Bank -	501172				Spring Gardens WC Cash	Tewkesbury Town Council	E	29.20	0.00	29.20							
								Subtotal for Code: Spring Gardens Income			£323.80	£0.00	£323.80							
Code Vchr. 3,001 Gloucester Road Income																				
34	03/05/2019		Lloyds Bank -	501164				Gloucester Road WC Cash	Tewkesbury Town Council	E	26.01	0.00	26.01							
78	10/05/2019		Lloyds Bank -	501166				Gloucester Road WC Cash	Tewkesbury Town Council	Z	26.47	0.00	26.47							
84	15/05/2019		Lloyds Bank -	501167				Gloucester Road WC Cash	Tewkesbury Town Council	E	30.85	0.00	30.85							
89	17/05/2019		Lloyds Bank -	501168				Gloucester Road WC Cash	Tewkesbury Town Council	E	12.40	0.00	12.40							
95	28/05/2019		Lloyds Bank -	501170				Gloucester Road WC Cash	Tewkesbury Town Council	Z	57.03	0.00	57.03							
115	31/05/2019		Lloyds Bank -	501172				Gloucester Road WC Cash	Tewkesbury Town Council	E	11.25	0.00	11.25							
								Subtotal for Code: Gloucester Road			£164.01	£0.00	£164.01							
								Subtotal for Cost Centre: ENVIRONMENT & AMENITIES			487.81	0.00	487.81							
TOTALS															£487.81	£0.00	£487.81			