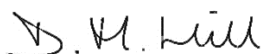


**TEWKESBURY TOWN COUNCIL
ENVIRONMENT & AMENITIES COMMITTEE
3rd SEPTEMBER 2019**

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 **3rd September 2019 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
28th August 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 2nd July 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 June & July 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 agree the Post Installation Inspection for Warwick Place Phase Two works at a cost of £575.
14. To receive an update on the Play Ranger sessions and to agree any next actions
15. To consider and agree the installation of replacement litter bins at Derek Graham play area
16. To review the condition report and agree any further actions required
17. To receive an update on the Lincoln Green Lane noticeboard
18. To receive an update regarding the Community Right to Bids and agree any further actions
19. To discuss the budget for 2020 – 2021
20. 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
21. To review the grounds maintenance quotations and to appoint a grounds maintenance contractor for the period April 2020 – March 2023



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Environment & Amenities Committee meeting held on 2nd July 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs S Raywood (Chair), J Raywood, G Preedy, H Davis, M Sztymiak, K Powell

In attendance: J King (Assistant Town Clerk)

- E&A 19/001 To receive apologies for absence**
Late arrival advised from Cllr Aldridge.
- E&A 19/002 To record declarations of interest**
None received.
- E&A 19/003 To consider requests for dispensations**
None received.
- E&A 19/004 To approve the Minutes of the meeting held on 21st May 2019**
It was RESOLVED to approve the minutes.
Proposed by Cllr J Raywood, seconded by Cllr Davis.
- E&A 19/005 Matters arising from the minutes – for information only**
18/053 Arrivall Public Art work – Update provided by Assistant Town Clerk.
18/083 Overgrown paths – Ongoing
18/083 Mythe Speed Data – Data has been submitted to Road Safety team.
Action: Request to follow up.
18/116 Neighbourhood development plan – Ongoing.
18/163 Dog Fouling – Tewkesbury Borough Council attending Full Council meeting on 8th July 2019.
18/169 Play Areas – Priority list complete, to review in 19/012.
18/173 Community Right to Bid – Application submitted.
18/174 Tree Survey – Quotations requested – ongoing.
18/175 Grass cutting - Quotations requested – ongoing.
- E&A 19/006 To receive correspondence relating to the Environment and Amenities Committee**
Car accident recently damaged the refurbished Crescent bus shelter. Will submit a claim for damages to accompany the court case via the Police.
If unsuccessful, will consider direct insurance claim.
- E&A 19/007 Public Participation**
There was no public participation.



TEWKESBURY TOWN COUNCIL

E&A 19/008 To review the work programme

Councillors reviewed the work programme.

It has been noted that the bus shelters are noticeably cleaner.

Street furniture inspections have been completed.

Action: To review the street furniture condition report to prioritise issues.

E&A 19/009 To receive Income and Expenditure Reports for May 2019

The Income and Expenditure Reports for May 2019 were received.

A Councillor requested the electricity tariff.

Councillors requested that grass cutting for the play areas be submitted as one payment a month and that the description read 'grass cutting – play areas'.

Cllr Aldridge arrived at 6.20pm.

E&A 19/010 To receive the Committee Budget Report

The Budget Report was received.

Action: Councillors requested that the current earmarked reserves be circulated.

E&A 19/011 To approve the payments list

It was RESOLVED to approve the payments list.

A total expenditure of £5136.61 was authorised on the payment list.

Proposed by Cllr J Raywood, seconded by Cllr Preedy.

E&A 19/012 To receive updates on Play Areas and agree actions

- Derrick Graham Memorial Park
 - Rocks – Cllrs considered a request to remove the rocks following an incident with a child falling and knocking a tooth out. There was no trip hazard involved in the accident. It was considered that they are part of the original landscaping, children enjoy playing on them and that they form a barrier around the tables, so at present they will not be removed.
 - It was RESOLVED to carry out £965 of remedial work, as per the quotation from Greenfields dated 14th June 2019 at the Derek Graham Play Area. Proposed by Cllr Szymiak, seconded by Cllr J Raywood.
 - There is some graffiti on the cableway that has been burnt into the wood.
Action: Remove graffiti.
- Warwick Place Play Area
 - Phase 1 is now complete.
 - Barnwood Trust Grant for £15,000 received.
- Mitton Play Area
 - A damaged swing has been removed. Replacement cost £198.
 - Hedges have been cut back.



TEWKESBURY TOWN COUNCIL

- It was RESOLVED to carry out £175.00 of remedial work, as per the quotation from Greenfields dated 14th July 2019, together with the replacement of the damaged swing at a cost of £198.00 at Mitton Play Area. Proposed by Cllr Sztymiak, seconded by Cllr Powell.

E&A 19/013 To receive any update on the Lincoln Green Lane noticeboard

Currently with Tewkesbury Borough Council regarding the terms of the three-way licence. No order can be placed until the licence has been agreed.

E&A 19/014 To receive an update on the youth budget for 2019/20 and agree any summer provision

Gloucestershire Play Rangers are able to provide four days, at a cost of £477 per day. These would be the first four Fridays of the Summer Holidays. Preferred location would be The Vineyards, permission required from Tewkesbury Borough Council to do so.

It was RESOLVED to fund four days with Gloucestershire Play Rangers at a cost of £477 per day, for the first four Fridays of the Summer Holidays. Proposed Cllr Powell, seconded Cllr Sztymiak.

The Assistant Town Clerk provided details on the Aston project and their request for projects that they could assist with. Suggestions included:

Tewkesbury in Bloom – weeding and planting.

Warwick Place garden

Young Friends of Tewkesbury Abbey, there are plans this summer to do an archaeological field study around the Abbey grounds and the Vineyards.

Action: Details to be sent to Cllr J Raywood.

E&A 19/015 To receive an update on public toilets in Tewkesbury

There is an issue with three doors at Gloucester Road toilet block. Need to sand down and repaint.

It was RESOLVED to sand down and repaint the back of the doors at the Gloucester Road toilet block at a cost of £75.00.

Proposed Cllr J Raywood, seconded by Cllr Powell.

A Councillor asked when the doors would be replaced. It was advised that this is currently on hold until a decision about the removal of business rates is made, as this will impact the type of replacement door chosen.

A response had been received regarding the old Gander Lane toilet block.

Action: Response to ask question on the break clauses on current lease and advise that changes would be subject to planning and grant applications. It was noted that the design would need to take in to account the flooding issues of the location.



TEWKESBURY TOWN COUNCIL

E&A 19/016 To approve retrospectively the additional expenditure incurred to replace both noticeboards at the Watson Hall

The initial plan was to replace one side and repair one side of the noticeboards at the Watson Hall. On removal of the board, the damage was too great to repair, so both sides required replacement. The cost was £550, rather than the originally approved £440.

It was RESOLVED to retrospectively approve the additional expenditure incurred to replace both noticeboards at the Watson Hall.

Proposed by Cllr Powell, seconded by Cllr Sztymiak.

E&A 19/017 To consider and agree a request for an additional bench opposite Morrisons

There was a bench opposite Morrisons (on A438 near Jubilee Way junction), which was damaged and removed following a car crash approximately 5 years ago and never replaced. The cost of a new bench is £575.00, plus any installation costs. It is the only bench between Oldfield and New Town. Can we find a sponsor for the seat? It may be possible to trim the surrounding bushes and for the seat to face the Nature Reserve.

Action: To try to find a sponsor for the seat. Ask Morrisons and Tewkesbury Borough Council.

It was RESOLVED to agree a request for an additional bench opposite Morrisons and a sponsor will be sought.

Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.

E&A 19/018 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

£495 covers repairs to slide base.

£1222 covers repairs to Crescent Bus shelter as earmarked in last financial year.

It was RESOLVED 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. Proposed by Cllr Powell, seconded by Cllr Sztymiak.

The meeting closed at 7.04pm

Signature of Chairman upon approval of the minutes 3rd September 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	Closed	Complete
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 - complete. 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	Closed	Complete
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	Playranger sessions in Summer Holidays - complete.
Street furniture condition inspection	All	Closed	Next due in December 2019

Tewkesbury Town Council
Expenditure Report - Environment & Amenities
 (Between 01/06/2019 to 31/07/2019)

Cost Centre ENVIRONMENT & AMENITIES

Code Vchr. Date Minute Bank Cheq. No. Description Supplier Vat Ne Total

3,550	Derek Graham R&M												
270	13/06/2019	Lloyds Bank -	Electronic		Strimmer guard	Tudor Environmental	S	2.70	0.54	3.24			
						Subtotal for Code: Derek Graham R&M		£2.70	£0.54	£3.24			

Code Vchr. Date Minute Bank Cheq. No. Description Supplier Vat Ne Total

3,600	Warwick Place R&M												
375	03/07/2019	Lloyds Bank -	Electronic		Supplies	Haywards Tewkesbury Ltd	S	21.40	4.28	25.68			
						Subtotal for Code: Warwick Place R&M		£21.40	£4.28	£25.68			

Code Vchr. Date Minute Bank Cheq. No. Description Supplier Vat Ne Total

3,725	Spring Gardens R&M												
231	10/06/2019	Lloyds Bank -	Electronic		Contractor Costs	GAB Services	Z	170.00	0.00	170.00			
234	10/06/2019	Lloyds Bank -	Electronic		Supplies	Haywards Tewkesbury Ltd	S	2.49	0.50	2.99			
272	13/06/2019	Lloyds Bank -	Electronic		Needles & Sharps training	High Speed Training Limited	S	25.00	5.00	30.00			
345	26/06/2019	Lloyds Bank -	Electronic		Maintenance Work	KB Heating & Building Services	Z	100.00	0.00	100.00			
393	04/07/2019	Lloyds Bank -	Electronic		Safety gloves	Gloves n stuff Ltd	S	43.80	8.76	52.56			
402	05/07/2019	Lloyds Bank -	Electronic		Maintenance Work	KB Heating & Building Services	Z	60.00	0.00	60.00			
436	12/07/2019	Lloyds Bank -	Electronic		Maintenance Work	KB Heating & Building Services	Z	85.00	0.00	85.00			
						Subtotal for Code: Spring Gardens R&M		£486.29	£14.26	£500.55			

Code Vchr. Date Minute Bank Cheq. No. Description Supplier Vat Ne Total

3,730	Spring Gardens Water												
283	18/06/2019	Lloyds Bank -	DD		Water Bill	Waterplus	Z	349.29	0.00	349.29			
						Subtotal for Code: Spring Gardens Water		£349.29	£0.00	£349.29			

Code Vchr. Date Minute Bank Cheq. No. Description Supplier Vat Ne Total

3,740	Spring Gardens Rates												
352	26/06/2019	Lloyds Bank -	DD		Business Rates - Spring Gdns	Tewkesbury Borough Council	Z	300.00	0.00	300.00			
446	15/07/2019	Lloyds Bank -	DD		Business Rates - Spring Gdns	Tewkesbury Borough Council	Z	300.00	0.00	300.00			
						Subtotal for Code: Spring Gardens Rates		£600.00	£0.00	£600.00			

Code Vchr. Date Minute Bank Cheq. No. Description Supplier Vat Ne Total

3,805	Gloucester Road Water												
480	18/07/2019	Lloyds Bank -	DD		Water Bill	Waterplus	Z	174.76	0.00	174.76			
						Subtotal for Code: Gloucester Road Water		£174.76	£0.00	£174.76			

Code Vchr. Date Minute Bank Cheq. No. Description Supplier Vat Ne Total

3,807	Gloucester Road Rates												
351	26/06/2019	Lloyds Bank -	DD		Business Rates - Glos Rd WC	Tewkesbury Borough Council	Z	228.00	0.00	228.00			

447	15/07/2019	July 2019	Lloyds Bank - DD	Business Rates - Spring Gdhs	Tewkesbury Borough Council	Z	228.00	0.00	228.00
				Subtotal for Code:	Gloucester Road Rates		£456.00	£0.00	£456.00
Code Vchr.	Date	Minute	Bank	Description	Supplier	Vat	Ne	Vat	Total
268	13/06/2019	3,850	Lloyds Bank - Electronic	Noticeboard	Trevor Steger	Z	550.00	0.00	550.00
				Subtotal for Code:	Notice Boards		£550.00	£0.00	£550.00
Code Vchr.	Date	Minute	Bank	Description	Supplier	Vat	Ne	Vat	Total
401	05/07/2019		Lloyds Bank - Electronic	Various DIY items	Trade UK	S	146.56	29.31	175.87
481	18/07/2019	3,880	Lloyds Bank - Electronic	Janitorial trolley	Proactive Business Supplies	S	125.00	25.00	150.00
				Subtotal for Code:	Cleaning & Maintenance		£271.56	£54.31	£325.87
Code Vchr.	Date	Minute	Bank	Description	Supplier	Vat	Ne	Vat	Total
441	15/07/2019	3,890	Lloyds Bank - Electronic	Cleaning & Caretaking	Hy-clean Supplies Ltd	S	167.22	33.44	200.66
442	15/07/2019		Lloyds Bank - Electronic	Cleaning & Caretaking	Hy-clean Supplies Ltd	S	8.30	1.66	9.96
443	15/07/2019		Lloyds Bank - Electronic	Cleaning & Caretaking	Hy-clean Supplies Ltd	S	6.00	1.20	7.20
				Subtotal for Code:	Combined		£181.52	£36.30	£217.82
Code Vchr.	Date	Minute	Bank	Description	Supplier	Vat	Ne	Vat	Total
334	20/06/2019	11,507	Lloyds Bank - DD	Service Visit	Initial	S	26.51	5.30	31.81
				Subtotal for Code:	Hygiene Contract		£26.51	£5.30	£31.81
Code Vchr.	Date	Minute	Bank	Description	Supplier	Vat	Ne	Vat	Total
399	04/07/2019	13,550	Lloyds Bank - Electronic	Grass Cutting - Play Areas	Countrywide Grounds Maintenance	S	236.75	47.35	284.10
408	05/07/2019		Lloyds Bank - Electronic	Grass Cutting - Play Areas	Countrywide Grounds Maintenance	S	236.75	47.35	284.10
				Subtotal for Code:	Grass Cutting		£473.50	£94.70	£568.20
				Subtotal for Cost Centre:	ENVIRONMENT &		3,593.53	209.69	3,803.22
TOTALS							£3,593.53	£209.69	£3,803.22

Tewkesbury Town Council

Income Report - ENVIRONMENT & AMENITIES (Between 01/06/2019 to 31/07/2019)

Cost Centre ENVIRONMENT & AMENITIES

Code Vchr.	Date	3,000 Minute	Spring Gardens Income Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Total
126	10/06/2019		Lloyds Bank -	501173	Spring Gardens WC Cash	Tewkesbury Town Council	E	97.00	0.00	97.00
141	14/06/2019		Lloyds Bank -	501175	Spring Gardens WC Cash	Tewkesbury Town Council	E	31.40	0.00	31.40
192	20/06/2019		Lloyds Bank -	501176	Spring Gardens WC Cash	Tewkesbury Town Council	E	53.80	0.00	53.80
214	28/06/2019		Lloyds Bank -	501178	Spring Gardens WC Cash	Tewkesbury Town Council	E	77.60	0.00	77.60
244	05/07/2019		Lloyds Bank -	501179	Spring Gardens WC Cash	Tewkesbury Town Council	E	59.20	0.00	59.20
274	12/07/2019		Lloyds Bank -	501180	Spring Gardens WC Cash	Tewkesbury Town Council	E	52.40	0.00	52.40
317	18/07/2019		Lloyds Bank -	501181	Spring Gardens WC Cash	Tewkesbury Town Council	E	70.80	0.00	70.80
343	26/07/2019		Lloyds Bank -	501183	Spring Gardens WC Cash	Tewkesbury Town Council	E	60.05	0.00	60.05
					Subtotal for Code: Spring Gardens Income			£502.25	£0.00	£502.25

Code Vchr. 3,001 Gloucester Road Income

Code Vchr.	Date	3,001 Minute	Gloucester Road Income Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Total
127	10/06/2019		Lloyds Bank -	501173	Gloucester Road WC Cash	Tewkesbury Town Council	E	40.20	0.00	40.20
142	14/06/2019		Lloyds Bank -	501175	Gloucester Road WC Cash	Tewkesbury Town Council	E	10.00	0.00	10.00
191	20/06/2019		Lloyds Bank -	501176	Gloucester Road WC Cash	Tewkesbury Town Council	E	30.07	0.00	30.07
213	28/06/2019		Lloyds Bank -	501178	Gloucester Road WC Cash	Tewkesbury Town Council	E	42.67	0.00	42.67
243	05/07/2019		Lloyds Bank -	501179	Gloucester Road WC Cash	Tewkesbury Town Council	E	33.60	0.00	33.60
273	12/07/2019		Lloyds Bank -	501180	Gloucester Road WC Cash	Tewkesbury Town Council	E	34.00	0.00	34.00
316	18/07/2019		Lloyds Bank -	501181	Gloucester Road WC Cash	Tewkesbury Town Council	E	70.01	0.00	70.01
342	26/07/2019		Lloyds Bank -	501183	Gloucester Road WC Cash	Tewkesbury Town Council	E	49.20	0.00	49.20
					Subtotal for Code: Gloucester Road			£309.75	£0.00	£309.75

Code Vchr. 13,800 Playparks Projects

Code Vchr.	Date	13,800 Minute	Playparks Projects Bank	Cheq. No.	Description	Supplier	Vat	Ne	Vat	Total
241	04/07/2019		Lloyds Bank -		Grant Award	Barnwood Trust	E	15,000.00	0.00	15,000.00
304	17/07/2019		Lloyds Bank -	BACS	Grant	Tewkesbury Borough Council	E	23,000.00	0.00	23,000.00
					Subtotal for Code: Playparks Projects			£38,000.00	£0.00	£38,000.00
					Subtotal for Cost Centre: ENVIRONMENT &			38,812.00	0.00	38,812.00
					TOTALS			£38,812.00	£0.00	£38,812.00