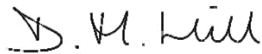


**TEWKESBURY TOWN COUNCIL
ENVIRONMENT & AMENITIES COMMITTEE
22nd OCTOBER 2019**

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 **22nd October 2019 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
16th October 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 3rd September 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 / Budget reports to the 30th September 2019
10. To approve the payments list
11. To receive updates on Play Areas and agree actions:
 - i. Derek Graham Memorial Park

ii. Mitton Play Area

iii. Warwick Place Play Area

12. To consider and agree the options for the installation of either a memory swing or tango swing at Warwick Place.
13. To discuss and agree the options for the tree survey
14. To agree the next steps for bus shelter repairs opposite The Crescent following the road traffic accident
15. To receive the Play Gloucestershire report on the summer play sessions funded by Tewkesbury Town Council
16. To note the use of emergency powers to repair the balance beam at Mitton Play Area at a cost of £79.00
17. To discuss and agree on a draft committee budget for Financial Year 20/21 and to consider the budget requirements for 2021/22 and 2022/23
18. 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
19. To discuss the replacement of the toilet doors and the charging policy at Town Council owned toilet blocks



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Environment & Amenities Committee meeting held on 3rd September 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs S Raywood (Chair), J Raywood, H Davis, M Sztymiak

In attendance: J King (Assistant Town Clerk)

- E&A 19/019 To receive apologies for absence**
Apologies received from Cllr Aldridge, Cllr Preedy & Cllr Powell.
- E&A 19/020 To record declarations of interest**
None received.
- E&A 19/021 To consider requests for dispensations**
None received.
- E&A 19/022 To approve the Minutes of the meeting held on 2nd July 2019**
It was RESOLVED to approve the minutes.
Proposed by Cllr J Raywood, seconded by Cllr Davis.
- E&A 19/023 Matters arising from the minutes – for information only**
18/083 Overgrown paths – Ongoing – follow up with Cllr Danter.
18/083 Mythe Speed Data – Road Safety raising issue of what to do with the data provided by all Parish / Town Councils with the Road Safety group.
18/116 Neighbourhood development plan – Closed.
18/174 Tree Survey – Quotations requested – ongoing.
19/006 Car Accident – Civil claim being pursued - ongoing.
19/011 Earmarked Reserves – Circulated to Councillors – complete.
19/014 Aston Project – Details sent to Cllr J Raywood – complete.
19/015 Gander Lane Toilets – ongoing.
19/015 Gloucester Road Toilets – repairs to doors not possible – ongoing.
Action: Investigate robust wooden doors as an alternative to steel.
19/017 Replacement bench – ongoing.
- E&A 19/024 To receive correspondence relating to the Environment and Amenities Committee**
None
- E&A 19/025 Public Participation**
There was no public participation.
- E&A 19/026 To review the work programme**
Councillors reviewed the work programme.



TEWKESBURY TOWN COUNCIL

E&A 19/027 To receive Income and Expenditure Reports for June & July 2019

The Income and Expenditure Reports for June & July 2019 were received.

E&A 19/028 To receive the Committee Budget Report

No budget report was provided due to the switch over to the new finance system.

E&A 19/029 To approve the payments list

No payments list.

E&A 19/030 To receive updates on Play Areas and agree actions

- Derrick Graham Memorial Park
 - Remedial work has been completed and graffiti removed.
- Warwick Place Play Area
 - Phase 2 site meeting next week. Work will start this Autumn.
 - Councillors discussed the open bin issues within Warwick Place
It was RESOLVED to install two bins within Warwick Place at a cost of £600.
Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.
- Mitton Play Area
 - Damaged swing has been replaced, additional work due September.
 - Hedges have been cut back.

E&A 19/031 To agree the Post Installation Inspection for Warwick Place Phase Two works at a cost of £575

It was RESOLVED to agree the Post Installation Inspection for Warwick Place Phase Two works at a cost of £575.

Proposed by Cllr J Raywood, seconded by Cllr Sztymiak.

E&A 19/032 To receive an update on the Play Ranger Sessions and to agree any next actions

Play Ranger report to follow, but first two sessions had 70 and 100 children attending.

It was RESOLVED to run one Play Ranger session during Autumn half term at a cost of £477. Proposed by Cllr J Raywood, seconded by Cllr Davis.

E&A 19/033 To consider and agree the installation of replacement litter bins at Derek Graham play area

It was RESOLVED to replace two litter bins at Derek Graham play area at a cost of £600. Proposed by Cllr J Raywood, seconded by Cllr Davis.

E&A 19/034 To review the condition report and agree any further actions required

Councillors reviewed the poor items on the condition report.



TEWKESBURY TOWN COUNCIL

Action: The next inspection of street furniture is due to take place in December. Cllr S Raywood to prepare the routes for the inspection and circulate to Councillors in October.

A quote has been received to refurbish the Smart Clock. Scaffolding will be required. There is £1500 within earmarked reserves to cover the costs.

It was RESOLVED to delegate authority to the Assistant Town Clerk up to the value of £1500 to organise the refurbishment of the Smart Clock. Proposed Cllr J Raywood, seconded by Cllr Sztymiak.

It was RESOLVED to delegate authority to the Assistant Town Clerk up to the value of £500 to organise minor repairs to the benches flagged as in poor condition on the condition report. Proposed by Cllr Sztymiak, seconded by Cllr Davis.

It was RESOLVED to replace the 2 dog bins and 2 litter bins with mixed waste bins on the Ashchurch Junction with Gannaway Lane and the Queen Margaret School gateway on York Road and to replace the missing bin outside the Queen's Road shops at a cost of £900. Proposed by Cllr J Raywood, seconded by Cllr Davis.

Action: Bus shelters on Jubilee Way near Stonehills, belong to the County Council. One has a panel that needs replacing and both are overgrown. Report to Highways.

E&A 19/035

To receive an update on the Lincoln Green Lane noticeboard

Tewkesbury Borough Council have advised that a three-way licence is not possible, but have advised that Tewkesbury Town Council should draw up a licence with the Residents Association that replicates the licence that Tewkesbury Borough Council have drawn up for the Town Council.

Additional explanatory notes will need to accompany the licence for the Residents Association regarding rules for what can be displayed in the board. The Councillors confirmed that the board should now be ordered.

It was RESOLVED to sign the licence agreement between Tewkesbury Borough Council and Tewkesbury Town Council regarding the Lincoln Green Lane Noticeboard. Proposed by Cllr J Raywood, seconded by Cllr Davis.

E&A 19/036

To receive an update on the Community Rights to Bid and agree any further actions

The Community Right to Bid for Mitton has been submitted. The eight week review period ends on 24th September and a decision should be known shortly afterwards.

It was RESOLVED to submit a Community Right to Bid for the Town Centre Car Parks and to include the picnic areas and toilet blocks.

Proposed by Cllr Sztymiak, seconded by Cllr Davis.



TEWKESBURY TOWN COUNCIL

E&A 19/037 To discuss the budget for 2020-2021

Q Councillors discussed the budget for 2020-2021.

Action: Circulate budget from October meeting last year which shows project numbers for 2020-2021.

Questions to assist with the budget:

CCTV – how much would each camera cost to upgrade? Can the system be extended and what would it cost?

Cost of replacement doors for Gloucester Road?

Cost for Play Rangers next year? 9 days – 1 x Easter, 1 x May Half Term, 6 x Summer Holidays, 1 x Autumn Half Term.

Cost of replacement bus shelter at Gupshill rather than roof repair.

Could money be saved by less grass mowing during No Mow May?

Gander Lane –quotation required for conversion work.

E&A 19/038 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 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.

Proposed by Cllr J Raywood, seconded by Cllr Davis.

E&A 19/039 To review the grounds maintenance quotations and to appoint a grounds maintenance contractor for the period April 2020 – March 2023

Councillors discussed the grounds maintenance quotations. Two companies provided quotes, one declined and there was no response from one.

It was RESOLVED that the contract for the Derek Graham and Warwick Place Play Areas be awarded to Countrywide Grounds Maintenance.

Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.

Refer the quotations for the St Marys Road Moorings and the Town Hall garden to the Buildings and Moorings Committee.

Churchill Grove was discussed as a possible 'No Mow May' location.

The meeting closed at 7.35pm

Signature of Chairman upon approval of the minutes 22nd October 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	Need quote for the work
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. Phases 2 & 3 to be installed w/c 4/11
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	Closed	Work completed

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
7 x replacement bins	JK	Open	Bins on order

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	Second clean complete - to be cleaned every three months - Query Stonehills bus shelter
Installation of no smoking signs	JK	Closed	Complete

Benches			
Action	Resp	Status	Comments
Ongoing public benches upgrade/renewal	All	Open	1 x Severn Ham outstanding - plinth to be installed when weather allows.
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 received
Work required on trees at Warwick Place play area	JK	Open	Quotes required
Community right to bid: Mitton Youth Services - Youth Council	MS/ JK	Complete	Right to bid registered
Youth Services - Holiday playscheme	All	Open	To consider next steps
Street furniture condition inspection	All	Open	Playranger sessions in Summer Holidays - complete. Oct session being organised
Smart Clock	JK	Closed	Next due in December 2019
	JK	Open	Painter quote accepted, scaffolding issue re: securing to building

Detailed Income & Expenditure by Budget Heading 30/09/19

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Play Parks</u>							
Grants & Donations Received	0	15,050	1	(15,049)			
Warwick Place Improvements	0	0	15,000	15,000			
Play Parks :- Income	0	15,050	15,001	(49)			0
Health & Safety	0	1,500	0	(1,500)		(1,500)	
Maintenance	(685)	(448)	0	448		448	
Projects	0	965	40,500	39,535	800	38,735	
Maintenance - Derek Graham	70	2,859	2,000	(859)		(859)	
Maintenance - Mitton	304	400	1,000	600		600	
Maintenance - Warwick Place	0	27,339	1,500	(25,839)		(25,839)	27,239
Play Parks :- Indirect Expenditure	(311)	32,614	45,000	12,386	800	11,586	27,239
Net Income over Expenditure	311	(17,564)	(29,999)	(12,435)			
plus Transfer from EMR	0	27,239					
Movement to/(from) Gen Reserve	311	9,674					
<u>Spring Gardens</u>							
Spring Gardens Income	209	1,552	3,000	1,448			
Spring Gardens :- Income	209	1,552	3,000	1,448			0
Maintenance	48	1,056	3,000	1,944		1,944	
Rates	300	1,795	3,000	1,205		1,205	
Water	359	963	2,000	1,037		1,037	
Electric	75	499	650	151		151	
Projects	0	0	2,000	2,000		2,000	
Spring Gardens :- Indirect Expenditure	782	4,313	10,650	6,337	0	6,337	0
Net Income over Expenditure	(574)	(2,762)	(7,650)	(4,888)			
<u>Gloucester Road</u>							
Gloucester Road Income	108	899	1,500	601			
Gloucester Road :- Income	108	899	1,500	601			0
Maintenance	0	120	1,750	1,630		1,630	
Rates	228	1,371	2,200	829		829	
Water	(193)	175	650	475		475	
Electric	41	226	400	174		174	
Gloucester Road :- Indirect Expenditure	76	1,892	5,000	3,108	0	3,108	0
Net Income over Expenditure	32	(993)	(3,500)	(2,507)			

Detailed Income & Expenditure by Budget Heading 30/09/19

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Cleaning & Consumables</u>							
Maintenance	0	125	0	(125)		(125)	
Cleaning & Maintenance Equip	3	424	1,500	1,076		1,076	
Combined Consumables	0	264	2,500	2,236		2,236	
Hygiene Contract	0	827	1,200	373		373	
Cleaning & Consumables :- Indirect Expenditure	<u>3</u>	<u>1,640</u>	<u>5,200</u>	<u>3,560</u>	<u>0</u>	<u>3,560</u>	<u>0</u>
Net Expenditure	<u>(3)</u>	<u>(1,640)</u>	<u>(5,200)</u>	<u>(3,560)</u>			
<u>Outside Spaces</u>							
Maintenance	0	165	0	(165)		(165)	
CCTV	0	0	6,000	6,000		6,000	
Tree Maintenance	0	0	3,000	3,000		3,000	
Street Furniture & Clock	0	189	4,000	3,811	600	3,211	
EmergencyPlan/Adverse Weather	0	0	1,000	1,000		1,000	
Youth Budget	0	1,909	1	(1,908)		(1,908)	
Insurance - Arrivall	0	268	250	(18)		(18)	
Bus Shelter	(10)	1,915	1,000	(915)		(915)	
GIS	450	450	650	200		200	
Grass Cutting	237	947	2,840	1,893		1,893	
Notice Boards	0	1,100	1	(1,099)	1,181	(2,280)	
Outside Spaces :- Indirect Expenditure	<u>677</u>	<u>6,943</u>	<u>18,742</u>	<u>11,799</u>	<u>1,781</u>	<u>10,018</u>	<u>0</u>
Net Expenditure	<u>(677)</u>	<u>(6,943)</u>	<u>(18,742)</u>	<u>(11,799)</u>			
<hr/>							
Grand Totals:- Income	317	17,501	19,501	2,000			
Expenditure	1,227	47,402	84,592	37,190	2,581	34,609	
Net Income over Expenditure	<u>(910)</u>	<u>(29,901)</u>	<u>(65,091)</u>	<u>(35,190)</u>			
plus Transfer from EMR	0	27,239					
Movement to/(from) Gen Reserve	<u>(910)</u>	<u>(2,663)</u>					



Play Gloucestershire: Tewkesbury Town Council Report Card

Monitoring Period: Summer 2019

Play Gloucestershire is the award winning local children's charity that specialise in outdoor play. Our Play Rangers provide community and school based activities across the county, for school aged children. We particularly support children from disadvantaged & rurally isolated communities, and those living in challenging circumstances.

School aged children, young people and their families are the beneficiaries of our work. We particularly support children from disadvantaged and rurally isolated communities and those living in challenging circumstances.

Play Gloucestershire's Play Rangers have been kindly funded by Tewkesbury Town Council to provide four open access summer holiday play days.

How much did we do?

- We have provided **4 holiday play sessions**
- Totalling **24 hours of community play**
- With **230 play visits** from **150 individuals**

How well did we do it?

"I was quite scared when I first came but now I'm having so much fun!" Boy, age 9

"I wasn't going to come because of the weather, but we took a risk and I'm really glad we came. I've got to pop home to get lunch though as they are having too much fun to go home." Mum of 2

"That was awesome can we come back tomorrow?" Girl, 4

"It's great that they put this on for the community, there should be more things like this for families, it's perfect." Mum of 2 who had just explained how hard it is to find activities for her 9 year old and 2 year old to do together

Have we made a difference to children and young people?

- An opportunity for children and young people to take part in active and creative play that supports childhood health and wellbeing.
- A unique opportunity for children and young people of different ages to play together that doesn't happen in school and sports clubs environments where age groups are separated.
- An unstructured approach to play that encourages young people to develop skills in resilience and decision making.
- Providing volunteering opportunities for young people who in turn role model positive behaviour among their peers.
- Provided at least 60 minutes of the recommended daily dose of physical activity at every play session, developing physical literacy.
- Utilising a local green space for play and recreation, promoting its worth and opportunities.
- FREE summer holiday activities for families to spend time together without the worry of spiralling costs.

Play Ranger Observations

There was such a lovely atmosphere playing out on the Vineyards, whether the families had walked in from locally or driven in to play, all were there to play and had enough space to do what they wanted to do, with picnic rugs spread out families set up base for their stay with us and adventures were had.

This site has been great for summer holiday sessions, the huge tree has provided shade, den building opportunities and even a rope swing. The sports area at the back is very versatile and the kids have used it for basketball and football, but also hide and seek, gymnastics, climbing using ropes (whilst supervised by us), and more risky and creative play opportunities.

The sunshine did bring more to the park than the rainy days, but we were rarely quiet. Families were so grateful for the offer of something accessible and affordable where parents could meet whilst their children played. There were a few who were pleasantly surprised when we explained that the Town Council had paid for the sessions so that it was free for the community to access what we do.

Play Ranger Log Sheet Extract: 16th August 2019

One of the mums told me how they had planned to come along last week but didn't due to the weather; the weather wasn't much better today but she thought they'd come for an hour but ended up building dens and stayed for most of the day! It was great because the 4 kids really enjoyed themselves and mum wasn't so worried about coming out to play in the rain by the end of the day.

Play Ranger Log Sheet Extract: 9th August 2019

I was playing football with a group of boys in the MUGA area at the top of the field. I noticed a teenage girl sat watching us play so asked if she wanted to join. She shook her head but continued to watch. I went over to chat to her and she told me she enjoys playing football but was shy so we played on one half of the court and the boys carried on using the rest. Later we merged the game and her younger sister joined in.

