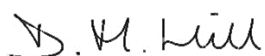


**TEWKESBURY TOWN COUNCIL
ENVIRONMENT & AMENITIES COMMITTEE
TUESDAY 4th FEBRUARY 2020**

To: Members of Environment & Amenities Committee: Councillors S. Raywood (Chairman), 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 **Tuesday 4th February 2020 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
28th January 2020

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 17th December 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 & agree any actions
9. To receive and review the current finance reports
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 installation of a bin on Barton Street



TEWKESBURY TOWN COUNCIL

MINUTES

of the

**Environment & Amenities Committee meeting held on 17th December 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury**

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

In attendance: J King (Assistant Town Clerk)

E&A 19/059 To receive apologies for absence

No apologies received.

E&A 19/060 To record declarations of interest

None received.

E&A 19/061 To consider requests for dispensations

None received.

E&A 19/062 To approve the Minutes of the meeting held on 22nd October 2019

It was RESOLVED to approve the minutes.

Proposed by Cllr Aldridge, seconded by Cllr Davis.

E&A 19/063 Matters arising from the minutes – for information only

18/174 Tree Survey – currently being carried out - ongoing.

19/015 Gander Lane Toilets – ongoing.

19/017 Replacement bench – ongoing.

19/034 Inspection of street furniture – Mapping now on GIS – complete

19/036 Community right to bid — ongoing.

19/045 Terracycle enquiry – response sent – complete

19/054 Fly posting – reminders sent – complete

19/055 Warwick Place Opening – ongoing – proposed date 22nd January

E&A 19/064 To receive correspondence relating to the Environment and Amenities Committee

No correspondence has been received.

E&A 19/065 Public Participation

There was no public participation.

E&A 19/066 To review the work programme

The work programme was reviewed.

E&A 19/067 To receive and review the current finance reports

The finance reports were reviewed.



TEWKESBURY TOWN COUNCIL

- E&A 19/068 To approve the payments list**
It was RESOLVED to approve the payments list totalling £57,311.22
Proposed by Cllr J Raywood, seconded by Cllr Davis.
- E&A 19/069 To receive updates on Play Areas and agree actions**
- Derek Graham Memorial Park**
New bins are being installed
- Warwick Place Play Area**
The new park is complete and the grand opening will be organised for January.
Next steps are the completion of the post installation evaluations for the Barnwood Trust and Pocket Parks. GPFA grant can now be applied for.
- Mitton Play Area**
Hedges have been trimmed back
- E&A 19/070 To receive the Play Gloucestershire report on the October play session funded by Tewkesbury Town Council.**
The report was received.
- E&A 19/071 To note the use of emergency powers to repair damage to the toilets at Spring Gardens at a cost of £270.20 (replacement tap and toilet flush) and £488.00 (replacement disabled tap) and damage to the toilets at Gloucester Road at a cost of £609.00 (replacement tap and flush)**
The use of emergency powers was noted.
Action: Investigate taps with sensors for future replacements.
- E&A 19/072 To retrospectively approve the purchase of turf for the Warwick Place Play Area refurbishment at a cost of £312.50**
It was RESOLVED to retrospectively approve the purchase of turf for the Warwick Place Play Area refurbishment at a cost of £312.50.
Proposed by Cllr J Raywood, seconded by Cllr Powell.
- E&A 19/073 To consider and agree a request for an additional plaque to be installed on a memorial bench on The Crescent.**
It was RESOLVED to agree a request for an additional plaque to be installed on a memorial bench on The Crescent.
Proposed by Cllr Powell, seconded by Cllr Davis.
Action: Assistant Town Clerk to check with the Abbey Lawn Trust.
- E&A 19/074 To review the budget for 2020-21**
Councillors reviewed the budget for 2020-21.
Action: Assistant Town Clerk to investigate GPFA grant for Derek Graham Play Area.



TEWKESBURY TOWN COUNCIL

E&A 19/075 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 19/076 To discuss the replacement of the toilet doors and the charging policy at Town Council owned toilet blocks

It was RESOLVED to remove the charges for public toilets in Tewkesbury in both Spring Gardens and Gloucester Road. The toilet doors at Gloucester Road will be replaced and frames repaired at a cost of £2855.00. The toilet doors at Spring Gardens will have new plates installed and the frames will be repaired at a cost of £970.00. A lock will be installed in addition to the radar key entry system on the disabled toilet at Spring Gardens to allow for the building to be secured overnight. Proposed by Cllr Aldridge, seconded by Cllr Powell.

Action: Assistant Town Clerk to produce sign for the toilet block, stating hours it is locked following the installation of the new lock on the disabled toilet.

The meeting closed at 6.58 pm

Signature of Chairman upon approval of the minutes 4th February 2020.

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. Have written to MP to chase
Lock fitted to Spring Gardens disabled toilet	JK	Closed	New lock fitted on 23/12/19
New doors at Gloucester Road	JK	Open	Work starting 27th January 2020
Removal of coin collection devices at Spring Gardens	JK	Open	Work starting 27th January 2020

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	Closed	Phase 1 complete. Phases 2 & 3 to be completed 14/12 - waiting on piece of infill fence. PII complete
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
New signs for Warwick Place	JK	Open	
Apply for Green Flag Award	JK	Open	
Grant evaluation for Ministry for Housing & Local Communities	JK	Open	Due by March 2020
Grant evaluation for Barnwood Trust	JK	Open	First evaluation submitted - January 2020

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 - in budget for 2020-21

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	Complete
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 arrived - installation in progress - 6 installed
Bin outside M&Co missing	JK	Closed	Has been replaced using spare held at Town Hall

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	Third clean complete - to be cleaned every three months
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.
Repairs to benches on High Street / Crescent / Chance Street	JK	Open	Benches identified in condition report
Noticeboards			
Action	Resp	Status	Comments
Discuss with TBC about placement of a noticeboard at Lincoln Green Lane	SR/ Clerk/ JK	Open	Noticeboard in production
Purchase of Noticeboard for Lincoln Green Lane	JK	Open	Licence returned to TBC in January 2020
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 awarded to Jim Unwin
Work required on trees at Warwick Place play area	JK	Open	Quotes required after tree survey identifies action required
Community right to bid: Mitton	MS / JK	Complete	Right to bid registered
Youth Services - Youth Council	All	Open	To consider next steps
Youth Services - Holiday playscheme	All	Open	Playranger sessions held in Summer & October school holidays
Street furniture condition inspection	All	Closed	Next due in December 2019
Smart Clock	JK	Open	Painter quote accepted, scaffolding issue re: securing to building

Detailed Income & Expenditure by Budget Heading 28/01/2020

Month No: 10

Cost Centre Report

	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	40,000	1	(39,999)			
Warwick Place Improvements	0	15,000	15,000			
Play Parks :- Income	40,000	15,001	(24,999)			0
Projects	76,996	40,500	(36,496)		(36,496)	5,011
Maintenance - Derek Graham	3,289	2,000	(1,289)		(1,289)	2,066
Maintenance - Mitton	900	1,000	100		100	
Maintenance - Warwick Place	521	1,500	979		979	27,239
	81,706	45,000	(36,706)	0	(36,706)	34,316
Play Parks :- Indirect Expenditure						
Net Income over Expenditure	(41,706)	(29,999)	11,707			
plus Transfer from EMR	34,316					
Movement to/(from) Gen Reserve	(7,390)					
<u>Spring Gardens</u>						
Spring Gardens Income	2,384	3,000	616			
Spring Gardens :- Income	2,384	3,000	616			0
Maintenance	1,837	3,000	1,163		1,163	
Rates	2,995	3,000	5		5	
Water	963	2,000	1,037		1,037	
Electric	819	650	(169)		(169)	
Projects	0	2,000	2,000		2,000	
Spring Gardens :- Indirect Expenditure	6,614	10,650	4,036	0	4,036	0
Net Income over Expenditure	(4,230)	(7,650)	(3,420)			
<u>Gloucester Road</u>						
Gloucester Road Income	1,270	1,500	230			
Gloucester Road :- Income	1,270	1,500	230			0
Maintenance	729	1,750	1,021		1,021	
Rates	2,283	2,200	(83)		(83)	
Water	463	650	187		187	
Electric	403	400	(3)		(3)	
Gloucester Road :- Indirect Expenditure	3,879	5,000	1,121	0	1,121	0
Net Income over Expenditure	(2,608)	(3,500)	(892)			

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Detailed Income & Expenditure by Budget Heading 28/01/2020

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Cleaning & Consumables</u>						
Cleaning & Maintenance Equip	549	1,500	951		951	
Combined Consumables	611	2,500	1,889		1,889	
Hygiene Contract	827	1,200	373		373	
Cleaning & Consumables :- Indirect Expenditure	1,988	5,200	3,213	0	3,213	0
Net Expenditure	(1,988)	(5,200)	(3,213)			
<u>Outside Spaces</u>						
CCTV	0	6,000	6,000		6,000	
Tree Maintenance	0	3,000	3,000		3,000	
Street Furniture & Clock	1,474	4,000	2,526		2,526	
EmergencyPlan/Adverse Weather	0	1,000	1,000		1,000	
Youth Budget	2,386	1	(2,385)		(2,385)	2,385
Insurance - Arrivall	268	250	(18)		(18)	
Bus Shelter	1,395	1,000	(395)		(395)	
GIS	450	650	200		200	
Grass Cutting	2,131	2,840	709		709	
Notice Boards	550	1	(549)	1,283	(1,832)	3,500
Outside Spaces :- Indirect Expenditure	8,654	18,742	10,088	1,283	8,805	5,885
Net Expenditure	(8,654)	(18,742)	(10,088)			
plus Transfer from EMR	5,885					
Movement to/(from) Gen Reserve	(2,769)					
Grand Totals:- Income	43,655	19,501	(24,154)			
Expenditure	102,841	84,592	(18,249)	1,283	(19,532)	
Net Income over Expenditure	(59,186)	(65,091)	(5,905)			
plus Transfer from EMR	40,201					
Movement to/(from) Gen Reserve	(18,985)					