

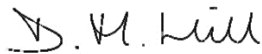
**TEWKESBURY TOWN COUNCIL
ENVIRONMENT & AMENITIES COMMITTEE
TUESDAY 1ST SEPTEMBER 2020**

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 remotely via Zoom, on **Tuesday 1st September 2020 commencing at 6:00 pm.**

Zoom meeting ID: 963 9217 6038 Password: 010 573

Members of the public and press are welcome to attend. Telephone dial in details are available on request.



Debbie Hill
Town Clerk
25th August 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 30th June & 22nd July 2020
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 updates on Play Areas and agree actions:
 - i. Derek Graham Memorial Park
 - ii. Mitton Play Area
 - iii. Warwick Place Play Area
10. To receive the committee budget report

11. To note the use of Covid-19 reopening authority to authorise repairs to the roundabout and infinity bowl at Mitton Play Area at a cost of £364
12. To approve the ongoing use of Parish Online (online mapping system) for the forthcoming year at a cost of £450
13. To discuss and agree any next steps regarding the proposed adoption and ongoing maintenance of trees on Lincoln Green Lane
14. To discuss the current situation regarding Spring Gardens toilet block and agree any additional steps required.
15. To consider and agree the refurbishment of six benches on the Back of Avon and one bench on King John's Bridge at a cost of £1,099
16. To consider and agree the replacement of bins on Green Lane at a cost of £199 each
17. To consider the draft budget for 2021-2022 for Environment & Amenities
18. To discuss and agree any additional requirements for the adverse weather preparations
19. To receive an update following the noticeboard working group meeting
20. To approve payments list



TEWKESBURY TOWN COUNCIL

MINUTES
of the
Environment & Amenities Committee meeting
held remotely via Zoom on 30th June 2020

Present: Cllrs S Raywood (Chair), J Raywood, P Aldridge, H Davis

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

E&A 20/016 To receive apologies for absence

Apologies were received from Cllr Szymiak.

E&A 20/017 To record declarations of interest

None received.

E&A 20/018 To consider requests for dispensations

None received.

E&A 20/019 To approve the Minutes of the meeting held on 5th May 2020

It was RESOLVED to approve the minutes.

Proposed by Cllr Aldridge, seconded by Cllr Davis

E&A 20/020 Matters arising from the minutes – for information only

19/015 Gander Lane Toilets – ongoing.

19/017 Replacement bench – complete - installed opposite Morrisons

19/036 Community right to bid — ongoing.

19/082 Drinking water refill point - ongoing.

19/082 Street Cleansing – future agenda item

19/088 Bin outside one stop – approached for funding – ongoing

20/006 Hole in the fence at Derek Graham – repaired - complete

20/011 Ownership of trees at Derek Graham – GCC contacted - ongoing

20/013 Guide to reading the accounts - ongoing

E&A 20/021 To receive correspondence relating to the Environment and Amenities Committee

Correspondence was received regarding the opening of public toilets in Tewkesbury and following the Government guidance.

The Committee responded that Public toilets in Tewkesbury have remained open to the public throughout the Covid-19 pandemic, primarily to support local key workers and a detailed risk assessment carried out.

Government guidance has been followed throughout this time and all required signage is in place. Cleaning has been increased to twice daily and bins are emptied



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daily. A decision was made to open only half of the toilets at Spring Gardens to enable a rotation of cubicles between cleaning.

The guidance states that you should consider social distancing markers in areas where queues form, at Spring Gardens social distancing measures on the pavement are not required due to the single use nature of the toilets and markings for queuing could cause an obstruction on the pavement / in the car park. Members of the public should keep a 2m social distance where possible as is the case in all public spaces.

Cllr Raywood advised that the Spring Gardens toilets had received a positive review on the website 'Lockdown Loos'.

E&A 20/022 Public Participation

A member of the public expressed disappointment that the full meeting pack was not available online. They were advised that due to current Covid working requirements, the member of staff does not have access to the software to do this from home, but that the documents were sent when requested.

E&A 20/023 To review the work programme and agree further actions

The work programme was reviewed.

E&A 20/024 To receive updates on Play Areas and agree actions

It was agreed to reopen the Play Areas as soon as it was safe to do so and the necessary operational play inspections had taken place. This is unlikely to happen before 4th July, so will update website and Facebook to advise this. Will also contact local schools to share the message. **Action:** Assistant Town Clerk to co-ordinate. Signage was discussed – will use same posters as Tewkesbury Borough Council to promote a uniform message across Tewkesbury.

Derek Graham Memorial Park

Area raised as issue on annual inspection report cleared.

Need to consider projects for the year. **Action:** Assistant Town Clerk to circulate list of project possibilities. Councillors to visit site independently prior to next meeting.

Warwick Place Play Area

Minor issues remain with Wicksteed to solve – no date yet.

Mitton Play Area

Hedge needs cutting back.

E&A 20/025 To receive the committee budget report

The report was received.

Report reflects position at end of April. £500 income for playparks was the amount held by Tewkesbury Borough Council from the Pocket Parks Grant until the final



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report was provided. All conditions of agreement between Tewkesbury Borough Council and Tewkesbury Town Council have now been fulfilled.

E&A 20/026 To discuss and agree the purchase of a noticeboard for the Severn Ham (Abbey Mill location)

It was RESOLVED to purchase a noticeboard for the Severn Ham (Abbey Mill) location at a cost of £899.

Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

E&A 20/027 To discuss and agree the purchase of a noticeboard for Stonehills on Vine Way

It was RESOLVED to purchase a noticeboard for Stonehills, to be situated on Vine Way, subject to approval of the location by Tewkesbury Borough Council at a cost of £899.

Proposed by Cllr J Raywood, seconded by Cllr Davis.

It was noted that the next noticeboard to be replaced is in Newtown.

E&A 20/028 To discuss and agree the purchase of a bin to be located on the Slingett / Lincoln Green Lane

It was RESOLVED to purchase a bin to be located on the Slingett / Battle Road subject to the approval of the location by Tewkesbury Borough Council / Ubico, at a cost of £199.

Proposed by Cllr J Raywood, seconded by Cllr Davis.

E&A 20/029 To discuss the alternatives should the Gloucestershire Play Rangers not be able to operate this Summer and agree any actions.

Cllrs discussed options for this Summer, given that it is unlikely that the Play Rangers will be able to operate this summer. Play Gloucestershire is putting together 'family bags of play'. **Action:** Assistant Town Clerk to contact Tewkesbury Foodbank to understand the level of need for family bags of play.

Future project – possible street art to cover the hoardings whilst the moorings work is completed.

One member of the public joined the meeting.

E&A 20/030 To consider the request from the Buildings & Moorings Committee to form a working group in order to develop a policy for the management of noticeboards and agree any required actions

It was RESOLVED to form a working group in order to develop a policy for the management noticeboards.

Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

Action: Assistant Town Clerk to arrange first meeting of the working group.



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E&A 20/031 To approve the payments list
There was no payments list.

The meeting closed at 7.15pm

Signature of Chairman upon approval of the minutes 1st September 2020

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TEWKESBURY TOWN COUNCIL

MINUTES

of the

**Emergency Environment & Amenities Committee meeting
held remotely via Zoom on 22nd July 2020 at 5pm**

Present: Cllrs S Raywood (Chair), J Raywood, H Davis, K Brennan, P Aldridge

In attendance: J King (Assistant Town Clerk), D Hill (Town Clerk)

E&A 20/032 To receive apologies for absence

Apologies were received from Cllr Szymiak.

E&A 20/033 To record declarations of interest

None received.

E&A 20/034 To consider requests for dispensations

None received.

E&A 20/035 To discuss the recent vandalism at the Spring Gardens toilet block and to agree any actions, including:

i. To approve an upgrade to the current CCTV system; including the installation of 12 HD cameras, at a cost of £5496 + VAT

It was RESOLVED to upgrade the current CCTV system; including the installation of 12 HD cameras, at a cost of £5496 + VAT.

Proposed by Cllr J Raywood, seconded by Cllr Davis.

ii. To approve five replacement doors for the car park side of the toilet block

It was RESOLVED to replace the store cupboard door on the car park side of the toilet block with a steel door.

Proposed by Cllr J Raywood, seconded by Cllr Davis.

iii. To approve additional actions required in order to secure and protect the premises

Cllrs agreed to review any additional actions required in September, following the introduction of the measures agreed above.

The meeting closed at 17.51pm

Signature of Chairman upon approval of the minutes 1st September 2020

Detailed Income & Expenditure by Budget Heading 25/08/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
300 Play Parks					
1500 Grants & Donations Received	500	0	(500)		
Play Parks :- Income	500	0	(500)		
4590 Projects	0	10,000	10,000		10,000
4600 Maintenance - Derek Graham	342	2,000	1,658		1,658
4610 Maintenance - Mitton	0	1,000	1,000		1,000
4620 Maintenance - Warwick Place	0	1,500	1,500		1,500
4630 Annual Playground Inspection	1,500	1,500	0		0
Play Parks :- Indirect Expenditure	1,842	16,000	14,158	0	14,158
Net Income over Expenditure	(1,342)	(16,000)	(14,658)		
310 Spring Gardens					
4450 Maintenance	846	3,000	2,154		2,154
4460 Rates	1,524	3,000	1,476		1,476
4550 Water	357	2,000	1,643		1,643
4560 Electric	136	650	514		514
4590 Projects	0	2,000	2,000		2,000
Spring Gardens :- Indirect Expenditure	2,863	10,650	7,787	0	7,787
Net Expenditure	(2,863)	(10,650)	(7,787)		
320 Gloucester Road					
4450 Maintenance	348	1,750	1,402		1,402
4460 Rates	1,160	2,200	1,040		1,040
4550 Water	182	650	468		468
4560 Electric	153	400	247		247
Gloucester Road :- Indirect Expenditure	1,844	5,000	3,156	0	3,156
Net Expenditure	(1,844)	(5,000)	(3,156)		
330 Cleaning & Consumables					
4700 Cleaning & Maintenance Equip	0	1,500	1,500		1,500
4710 Combined Consumables	883	2,500	1,617		1,617
4720 Hygiene Contract	828	1,200	372		372
Cleaning & Consumables :- Indirect Expenditure	1,711	5,200	3,489	0	3,489
Net Expenditure	(1,711)	(5,200)	(3,489)		

Detailed Income & Expenditure by Budget Heading 25/08/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>340 Outside Spaces</u>					
4750 CCTV	0	9,000	9,000	5,496	3,504
4755 Tree Maintenance	0	3,000	3,000		3,000
4760 Street Furniture & Clock	1,096	6,000	4,904		4,904
4765 EmergencyPlan/Adverse Weather	0	1,000	1,000		1,000
4770 Youth Budget	492	4,500	4,008		4,008
4775 Insurance - Arrivall	0	280	280		280
4780 Bus Shelter	170	3,000	2,830		2,830
4785 GIS	0	475	475		475
4790 Grass Cutting	759	2,840	2,081		2,081
4795 Notice Boards	0	2,000	2,000	2,005	(5)
Outside Spaces :- Indirect Expenditure	<u>2,517</u>	<u>32,095</u>	<u>29,578</u>	<u>7,501</u>	<u>22,078</u>
Net Expenditure	<u>(2,517)</u>	<u>(32,095)</u>	<u>(29,578)</u>		
Grand Totals:- Income	500	0	(500)		
Expenditure	10,776	68,945	58,169	7,501	50,668
Net Income over Expenditure	<u>(10,276)</u>	<u>(68,945)</u>	<u>(58,669)</u>		
Movement to/(from) Gen Reserve	<u>(10,276)</u>				

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M Museum Maintenance	7,321.00		7,321.00
321 EMR B&M Town Hall Gardens	250.00		250.00
322 EMR B&M Moorings Prior's Court	19,894.23		19,894.23
323 EMR E&A Warwick Place Playpark	0.00		0.00
324 EMR E&A Noticeboards	1,500.00		1,500.00
325 EMR E&A Derek Graham Playpark	0.00		0.00
326 EMR E&A Youth	2,615.00		2,615.00
327 EMR Fin Asset Management Proj	3,821.00		3,821.00
328 EMR B&M War Memorial *	5,557.73		5,557.73
329 EMR SH Severn Ham	6,140.00		6,140.00
330 EMR E&A CCTV	3,625.00		3,625.00
331 EMR E&A Tree Maintenance	2,520.00		2,520.00
332 EMR E&A Street Furniture	3,900.00		3,900.00
333 EMR E&A Toilet Block Project	3,194.00		3,194.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	0.00		0.00
336 EMR Fin Regalia	0.00		0.00
337 EMR Fin Website	2,160.00		2,160.00
338 EMR Fin Professional	1,942.00		1,942.00
339 EMR Fin Legal	0.00		0.00
340 EMR Fin Elections	2,000.00		2,000.00
341 EMR Fin Tourism & Marketing	1,474.00		1,474.00
342 EMR Fin Newsletter	500.00		500.00
343 EMR SH Weeding	2,000.00		2,000.00
344 EMR SH Severn Ham Tree Maint	5,000.00		5,000.00
345 EMR SH Hay Sowing Project	5,000.00		5,000.00
346 EMR SH Carver Knowles	2,050.00		2,050.00
347 EMR Pla Comm. & Display	2,500.00		2,500.00
348 EMR Pla Outreach Sessions	342.00		342.00
349 EMR B&M Moorings Projects	4,263.00		4,263.00
350 EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351 EMR B&M Moorings St Mary's Lan	2,433.00		2,433.00
	<u>112,001.96</u>	<u>0.00</u>	<u>112,001.96</u>

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
300 Play Parks						
4590 Projects	10,000	5,000	5,000	5,000	0	0
4600 Maintenance - Derek Graham	2,000	2,040	2,081	2,123	0	0
4610 Maintenance - Mitton	1,000	1,020	1,040	1,061	0	0
4620 Maintenance - Warwick Place	1,500	1,530	1,561	1,592	0	0
4630 Annual Playground Inspection	1,500	1,530	1,561	1,592	0	0
Total Overhead Expenditure	16,000	11,120	11,243	11,368	0	0
Play Parks - Net Expenditure	16,000	11,120	11,243	11,368	0	0
310 Spring Gardens						
4450 Maintenance	3,000	3,060	3,121	3,183	0	0
4460 Rates	3,000	3,060	3,121	3,183	0	0
4550 Water	2,000	2,040	2,081	2,123	0	0
4560 Electric	650	663	676	690	0	0
4590 Projects	2,000	2,040	2,081	2,123	0	0
Total Overhead Expenditure	10,650	10,863	11,080	11,302	0	0
Spring Gardens - Net Expenditure	10,650	10,863	11,080	11,302	0	0
320 Gloucester Road						
4450 Maintenance	1,750	1,785	1,821	1,857	0	0
4460 Rates	2,200	2,244	2,289	2,335	0	0
4550 Water	650	663	676	690	0	0
4560 Electric	400	408	416	424	0	0
Total Overhead Expenditure	5,000	5,100	5,202	5,306	0	0
Gloucester Road - Net Expenditure	5,000	5,100	5,202	5,306	0	0
330 Cleaning & Consumables						
4700 Cleaning & Maintenance Equip	1,500	1,530	1,561	1,592	0	0
4710 Combined Consumables	2,500	2,550	2,601	2,653	0	0
4720 Hygiene Contract	1,200	1,224	1,248	1,273	0	0
Total Overhead Expenditure	5,200	5,304	5,410	5,518	0	0
Cleaning & Consumables - Net Expenditure	5,200	5,304	5,410	5,518	0	0
340 Outside Spaces						
4750 CCTV	9,000	5,000	5,000	5,000	0	0
4755 Tree Maintenance	3,000	0	0	0	0	0
4760 Street Furniture & Clock	6,000	6,000	6,000	6,000	0	0
4765 EmergencyPlan/Adverse	1,000	1,000	1,000	1,000	0	0
4770 Youth Budget	4,500	4,500	4,500	4,500	0	0
4775 Insurance - Arrivall	280	285	290	295	0	0
4780 Bus Shelter	3,000	3,000	3,000	3,000	0	0
4785 GIS	475	480	485	490	0	0

Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4790 Grass Cutting	2,840	2,840	2,840	2,840	0	0
4795 Notice Boards	2,000	2,000	2,000	2,000	0	0
Total Overhead Expenditure	32,095	25,105	25,115	25,125	0	0
Outside Spaces - Net Expenditure	32,095	25,105	25,115	25,125	0	0
Total Budget	68,945	57,492	58,050	58,619	0	0
Income :	0	0	0	0	0	0
Net Expenditure	68,945	57,492	58,050	58,619	0	0