


**TEWKESBURY TOWN COUNCIL
ENVIRONMENT & AMENITIES COMMITTEE
TUESDAY 3RD NOVEMBER 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 3rd November 2020 commencing at 6:00 pm.**

Zoom meeting ID: 976 2508 0197 Password: 715256

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



Debbie Hill
Town Clerk
20th October 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 1st September 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 emergency powers to authorise repairs to the bench in Canterbury Leys at a cost of £257, due to health & safety concerns

12. To discuss and agree the removal of the concrete bins at Warwick Place play area at a cost of £125
13. To discuss and agree the option for the replacement bin at the entrance to Tewkesbury Nature Reserve (Vine Way)
14. To discuss and agree the refurbishment of the metal bench in St Mary's Road car park at a cost of £157
15. To discuss the current situation regarding Spring Gardens toilet block doors and agree any additional steps required
16. To approve payments list



TEWKESBURY TOWN COUNCIL

MINUTES
of the
Environment & Amenities Committee meeting
held remotely via Zoom on 1st September 2020 at 6pm

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

In attendance: J King (Assistant Town Clerk)

E&A 20/036 To receive apologies for absence

None received.

E&A 20/037 To record declarations of interest

Cllrs S Raywood & J Raywood declared an interest in the adoption and ongoing maintenance of trees on Lincoln Green Lane

E&A 20/038 To consider requests for dispensations

None received.

E&A 20/036 To approve the minutes of the meetings held on 30th June & 22nd July 2020

It was RESOLVED to approve the minutes of the meetings held on 30th June and 22nd July 2020. Proposed by Cllr Davies, seconded by Cllr Aldridge.

Cllr Sztymiak questioned the length of notice given for the extraordinary meeting, as it was less than three clear days. The Assistant Town Clerk advised that this was allowed under the new Standing Orders.

Cllrs J & S Raywood left the meeting. Cllr Aldridge chaired the meeting.

E&A 20/037 To discuss and agree any next steps regarding the proposed adoption and ongoing maintenance of trees on Lincoln Green Lane

Cllrs raised concerns about the future burden that would fall to the Town Council in ten to twenty years for the maintenance of the trees. The trees are also on land that the Town Council does not own

It was RESOLVED that the Town Council broadly supports the idea, but the Town Council is unable to adopt and take responsibility for the ongoing maintenance of any trees planted on Lincoln Green Lane. The Town Council will advise the Residents' Association to pursue the idea further via Gloucestershire County Council; who own the land, or a local land owner.

Proposed by Cllr Aldridge, seconded by Cllr Davies.

Cllr Bowman left the meeting. Cllrs J & S Raywood re-joined the meeting. Cllr S Raywood resumed chairing the meeting.



TEWKESBURY TOWN COUNCIL

E&A 20/038 Matters arising from the minutes – for information only

19/015 Gander Lane Toilets – ongoing.

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.

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

20/013 Guide to reading the accounts – ongoing.

20/024 Covid signs for Play Areas – complete.

20/024 Project possibilities for Derek Graham – circulated – complete.

20/029 Play Rangers – bags of play are awaiting lottery grant – unlikely to happen.

E&A 20/039 To receive correspondence relating to the Environment & Amenities Committee

Four pieces of correspondence were received:

- Request from Tewkesbury School to move bins – work complete
- Request to replace bins on Green Lane – on agenda for decision
- Anti-social behaviour in Derek Graham
- Compliment regarding Gloucester Road toilets – member of the public commented that they were the cleanest and nicest public toilets they had ever used. Thanks go to GAB Services from the E&A Committee.

E&A 20/040 Public Participation

There was no public participation.

E&A 20/041 To review the work programme and agree any actions

The work programme was reviewed.

E&A 20/042 To receive updates on Play Areas and agree any actions

i. Derek Graham Memorial Park

Anti-social behaviour at the Park was discussed, in particular that the current signs do not state that alcohol is not allowed in the Park.

It was RESOLVED to install three new signs at the Derek Graham Memorial Park. Proposed by Cllr Aldridge, seconded by Cllr Sztymiak.

Action: Assistant Town Clerk to check with Severn Trent regarding the proposed location of the third sign.

It was RESOLVED to replace the surface under the cableway with a rubber bonded safety mulch, at a cost of up to £2200.

Proposed by Cllr J Raywood, seconded by Cllr Aldridge.

New equipment and the MUGA was discussed.

Action: Assistant Town Clerk to consult with Tewkesbury and Tirlbrook Schools to ask what the young people would like.



TEWKESBURY TOWN COUNCIL

Action: Assistant Town Clerk to obtain price for new wooden seesaw to replace standing seesaw that was removed earlier in the year.

ii. Mitton Play Area

Hedges have been cut back

iii. Warwick Place Play Area

No specific actions

- E&A 20/043 To receive the committee budget report**
The committee budget report was received.
- E&A 20/044 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**
The use of the authority was noted.
- E&A 20/045 To approve the ongoing use of Parish Online (online mapping system) for the forthcoming year at a cost of £450**
It was RESOLVED to approve the ongoing use of Parish Online for the forthcoming year at a cost of £450.
Proposed by Cllr S Raywood, seconded by Cllr Davies.
- E&A 20/046 To discuss the current situation regarding Spring Gardens toilet block and agree any additional steps required**
It was RESOLVED to repair the roof at Spring Gardens at a cost of £325.
Proposed by Cllr Aldridge, seconded by Cllr J Raywood.
- E&A 20/047 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**
It was RESOLVED to refurbish six benches on the Back of Avon and one bench on King John's bridge at a cost of £1,099.
Proposed by Cllr Sztymiak, seconded by Cllr Aldridge.
- E&A 20/048 To consider and agree the replacement of bins on Green Lane at a cost of £199 each**
It was RESOLVED to replace two bins on Green Lane with mixed waste bins at a cost of £199 each.
Proposed by Cllr J Raywood, seconded by Cllr Sztymiak.
- E&A 20/049 To consider the draft budget for 2021-2022 for Environment & Amenities**
The budget was considered, and an initial budget agreed for submission to the Finance Committee.



TEWKESBURY TOWN COUNCIL

E&A 20/050 To discuss and agree any additional requirement for the adverse weather preparations

Councillors discussed the preparations for adverse weather. Due to the mild weather last year, around 70 bags of salt remain at the Town Hall. Salt spreaders are being checked and any repairs required will be made.

E&A 20/051 To receive an update following the noticeboard working group meeting

Cllr S Raywood provided an update. The policy is under preparation.

Cllrs agreed to extend the meeting by five minutes to conclude the business on the agenda.

E&A 20/052 To approve the payments list

It was RESOLVED to approve the payments list totalling £4841.24
Proposed by Cllr J Raywood, seconded by Cllr Davies.

The meeting closed at 7.32pm.

Signature of Chairman upon approval of the minutes 3rd November 2020

DRAFT

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	Closed	Complete
Removal of coin collection devices at Spring Gardens	JK	Closed	Complete
Repair of roof at Spring Gardens	JK	Closed	Complete
Replacement store room door	JK	Open	Additional quotes requested so all doors match

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. P11 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	Closed	Signs reprinted and back in position
Apply for Green Flag Award	JK	Open	On hold due to Covid-19
Grant evaluation for Ministry for Housing & Local Communities	JK	Closed	Submitted March 2020
Grant evaluation for Barnwood Trust	JK	Open	First evaluation submitted - January 2020
Secondary supports on basket swing at Derek Graham	JK	Closed	Secondary supports have been installed
Annual play report items raised	JK	Closed	High & Medium issues dealt with - monitor remaining
Play report raised minor issues at Warwick Place	JK	Closed	Complete
Cableway support to be replaced at Derek Graham	JK	Closed	Work completed May 2020
New signs for Derek Graham and additional sign for Warwick Place	JK	Closed	Completed September 2020
New cableway surface	JK	Open	Instructed September 2020 - weather dependent
Repairs to infinity bowl at Mitton	JK	Open	Instructed September 2020 - new bearings required

CCTV

Action	Resp	Status	Comments
Consider Upgrade of current CCTV System	All	Open	Order placed for upgrade following issues at Spring Gardens toilet block Due to design of cameras changing, listed building permission required for some locations. Quote for £2800 received for reinstalling CCTV in Gloucester Road toilet block - future work

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	Complete	
Bin outside M&Co missing	JK	Closed	Has been replaced using spare held at Town Hall
Side doors missing from bins near Bell Hotel & Back of Avon	JK	Open	Doors in production
New bin outside One Stop	JK	Open	One stop have been approached regarding funding the bin - JK to meet area manager
New bin for the Slingett / Lincoln Green Lane	JK	Open	TBC asked if Ubico would be prepared to empty the bin - location remains an issue. TBC / GCC have been asked about removing chicane to make access better. Unable to order until location agreed
Replacement bin for Green Lane	JK	Open	Decision on bin type required
Replacement bin for Tewkesbury Nature Reserve	JK	Open	
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	Cleaned in July - ongoing every 3 - 4 months
Installation of no smoking signs	JK	Closed	Complete
Benches			
Action	Resp	Status	Comments
Ongoing public benches upgrade/renewal	All	Closed	Memorial bench on Severn Ham installed July 2020
Repairs to benches on High Street / Crescent / Chance Street	JK	Closed	Work on seven benches completed July 2020
Installation of bench opposite Morrisons	JK	Closed	
Refurbishment of benches on Back of Avon	JK	Open	Work started October 2020
Repair to bench on Canterbury Leys	JK	Open	Health & Safety issue due to broken slats
Repair to bench on Severn Ham	JK	Open	Work instructed September 2020
Noticeboards			
Action	Resp	Status	Comments
Discuss with TBC about placement of a noticeboard at Lincoln Green Lane	SR/ Clerk/ JK	Closed	Installed May 2020
Purchase of Noticeboard for Lincoln Green Lane	JK	Closed	Installed May 2020
Purchase of Noticeboard for Severn Ham (Abbey Mill)	All	Open	Arrived - Installation required
Request made for noticeboard at Stonehills	All	Open	Location agreed with Highways - awaiting installation
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 meet 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	All	Closed	Complete
Gain professional opinion of trained arborist on all trees overseen by this committee	All	Closed	Survey received
Work required on trees at Warwick Place & Derek Graham play areas	JK	Closed	Work completed 7th September
Work required on diseased whitebeam on Back of Avon	JK	Open	Section 211 granted for work to start - monitor tree for one year, as permission is valid for two years
Pollarding of trees on edge of Derek Graham	JK	Open	Working with GCC regarding ownership
Community right to bid: Milton	MS / JK	Closed	Right to bid registered
Youth Services - Youth Council	All	Open	To consider next steps
Youth Services - bags of play - October scheme	JK	Open	Working with Foodbank & Play Glos regarding distribution to Tewkesbury families
Youth Services - Holiday playscheme	All	Closed	Sessions cancelled in 2020 due to Covid
Request for community bulb planting at Warwick Place	JK	Open	Permission given for bulb planting around noticeboard and just inside fence behind noticeboard
Street furniture condition inspection	All	Closed	Next due in December 2019
Smart Clock	JK	Open	Painter quote accepted, permissions given by owner for scaffolding. Dry weather / No Covid restrictions required

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
300 Play Parks						
1500 Grants & Donations Received	0	500	0	(500)		
Play Parks :- Income	0	500	0	(500)		
4590 Projects	175	175	10,000	9,825	2,142	7,683
4600 Maintenance - Derek Graham	0	342	2,000	1,658		1,658
4610 Maintenance - Mitton	74	74	1,000	926		926
4620 Maintenance - Warwick Place	0	0	1,500	1,500		1,500
4630 Annual Playground Inspection	0	1,500	1,500	0		0
Play Parks :- Indirect Expenditure	249	2,091	16,000	13,909	2,142	11,767
Net Income over Expenditure	(249)	(1,591)	(16,000)	(14,409)		
310 Spring Gardens						
4450 Maintenance	390	1,332	3,000	1,668		1,668
4460 Rates	304	1,828	3,000	1,172		1,172
4550 Water	0	357	2,000	1,643		1,643
4560 Electric	64	258	650	392		392
4590 Projects	0	0	2,000	2,000		2,000
4960 Equipment	86	86	0	(86)		(86)
Spring Gardens :- Indirect Expenditure	845	3,862	10,650	6,788	0	6,788
Net Expenditure	(845)	(3,862)	(10,650)	(6,788)		
320 Gloucester Road						
4450 Maintenance	126	474	1,750	1,276		1,276
4460 Rates	232	1,392	2,200	808		808
4550 Water	219	402	650	248		248
4560 Electric	42	243	400	157		157
Gloucester Road :- Indirect Expenditure	620	2,512	5,000	2,488	0	2,488
Net Expenditure	(620)	(2,512)	(5,000)	(2,488)		
330 Cleaning & Consumables						
4700 Cleaning & Maintenance Equip	270	281	1,500	1,219		1,219
4710 Combined Consumables	491	1,375	2,500	1,125		1,125
4720 Hygiene Contract	0	828	1,200	372		372
Cleaning & Consumables :- Indirect Expenditure	761	2,483	5,200	2,717	0	2,717
Net Expenditure	(761)	(2,483)	(5,200)	(2,717)		

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
340 Outside Spaces						
4750 CCTV	128	128	9,000	8,872	5,496	3,376
4755 Tree Maintenance	370	370	3,000	2,630		2,630
4760 Street Furniture & Clock	750	2,019	6,000	3,982	1,394	2,588
4765 EmergencyPlan/Adverse Weather	0	0	1,000	1,000		1,000
4770 Youth Budget	0	492	4,500	4,008		4,008
4775 Insurance - Arrivall	0	0	280	280		280
4780 Bus Shelter	0	170	3,000	2,830		2,830
4785 GIS	0	450	475	25		25
4790 Grass Cutting	0	948	2,840	1,892		1,892
4795 Notice Boards	0	0	2,000	2,000	2,005	(5)
Outside Spaces :- Indirect Expenditure	1,248	4,576	32,095	27,519	8,895	18,624
Net Expenditure	(1,248)	(4,576)	(32,095)	(27,519)		
Grand Totals:- Income	0	500	0	(500)		
Expenditure	3,722	15,524	68,945	53,421	11,037	42,384
Net Income over Expenditure	(3,722)	(15,024)	(68,945)	(53,921)		
Movement to/(from) Gen Reserve	(3,722)	(15,024)				