

**TEWKESBURY TOWN COUNCIL  
ENVIRONMENT & AMENITIES COMMITTEE  
WEDNESDAY 10<sup>TH</sup> MARCH 2021**

**To: Members of Environment & Amenities Committee:** Councillors S. Raywood (Chairman), H. Davis, J. Raywood, M. Sztymiak, P. Aldridge, K. Powell, P. Devine

You are summoned to attend a meeting of the Environment & Amenities Committee which will be remotely via Zoom, on **Wednesday 10<sup>th</sup> March 2021 commencing at 6:00 pm.**

Zoom meeting ID: 971 7191 3976      Password: 302142

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



Debbie Hill  
Town Clerk  
2<sup>nd</sup> March 2021

## **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 12<sup>th</sup> January 2021
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
    - To agree the location of the new seesaw
    - To retrospectively agree the additional cost of the seesaw at Derek Graham at a cost of £168
    - To note the commencement of pipeline replacement works across part of the play area in April

ii. Mitton Play Area

- To consider and agree the maintenance of the artificial grass at Mitton Play Area by the application of sand, at a cost of £245

iii. Warwick Place Play Area

- To note the planned changes to the access gate

10. To consider and agree the purchase of pea gravel to refill two ballast bins at a cost of £100 and replacement sandbags at a cost of £116
11. To receive the committee budget report
12. To agree the earmarked reserves for the end of the financial year 2020/21
13. To approve payments list



**TEWKESBURY TOWN COUNCIL**

**MINUTES**

*of the*

**Environment & Amenities Committee meeting  
held remotely via Zoom on 12<sup>th</sup> January 2021 at 6pm**

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

**In attendance:** J King (Assistant Town Clerk)

**E&A 20/072 To receive apologies for absence**  
None received.

**E&A 20/073 To record declarations of interest**  
None received.

**E&A 20/074 To consider requests for dispensations**  
None received.

**E&A 20/075 To approve the minutes of the meetings held on 3<sup>rd</sup> November 2020**  
The Assistant Town Clerk advised of duplicate numbers in the minutes for 1<sup>st</sup> September & 3<sup>rd</sup> November 2020. These have been updated.  
It was RESOLVED to approve the minutes of the meetings held on 3<sup>rd</sup> November 2020. Proposed by Cllr Davis, seconded by Cllr Powell.

**E&A 20/076 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** – to mark as complete until White Paper details known.  
**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** – complete  
**20/045 Contact Tirlbrook & Tewkesbury School re: Derek Graham** - ongoing  
**20/045 Wooden Seesaw for Derek Graham** – on agenda - complete  
**20/054 Noticeboard policy** – ready for Full Council – complete  
**20/069 St Mary's Road bench** – Borough Council own the bench – complete

**E&A 20/077 To receive correspondence relating to the Environment & Amenities Committee**  
None received.

**E&A 20/078 Public Participation**  
There was no public participation.



## TEWKESBURY TOWN COUNCIL

**E&A 20/079 To review the work programme and agree any actions**

The work programme was reviewed.

It was noted that Tewkesbury Borough Council have agreed a location for the bin on Lincoln Green Lane with the Resident's Association and that it has been installed.

**E&A 20/080 To receive updates on Play Areas and agree any actions**

**i. Derek Graham Memorial Park**

To discuss and agree the replacement of two litter bins at a cost of £435.95  
It was RESOLVED to replace the two litter bins at a cost of £435.95.  
Proposed by Cllr Sztymiak, seconded by Cllr Aldridge.

To discuss and agree the options for the replacement of the seesaw.  
Cllrs discussed the two wooden seesaw options and felt the standing seesaw gave more options and accessibility.  
It was RESOLVED to install the standing wooden seesaw at a cost of £2950.  
Proposed by Cllr Aldridge, seconded by Cllr Powell.

**ii. Mitton Play Area**

Infinity bowl has been repaired and is back in position.

Matting will require sand reapplied to it in the spring.

**iii. Warwick Place Play Area**

To discuss and agree a programme of tree replanting. Cllrs agreed that Mountain Ash, Whitebeam or London Plane would be suitable for the space.

**Action:** Assistant Town Clerk to bring costs for trees and guards to next meeting. Will also check with the Borough Council which types of tree guard they recommend.

**E&A 20/081 To receive the committee budget report**

The committee budget report was received. Following the finance meeting on Monday 11<sup>th</sup> January, Cllrs discussed the need for earmarked reserves this year and the cuts to the budget for next year. A Cllr requested that the earmarked reserves be circulated with the report each meeting.

**E&A 20/082 To discuss and agree the replacement of a dog waste and litter bin on Ashchurch Road / Walton Cardiff Lane junction with a mixed waste bin**

It was RESOLVED to replace the dog waste and litter bin on Ashchurch Road / Walton Cardiff Lane junction with a mixed waste bin.  
Proposed by Cllr Aldridge, seconded by Cllr Powell.



**TEWKESBURY TOWN COUNCIL**

- E&A 20/083 To consider and agree the replacement of two panels on bus shelters due to graffiti**  
It was RESOLVED to approve the replacement of two panels on the bus shelters with standard polycarbonate panels at a cost of £260.  
Proposed by Cllr J Raywood, seconded by Cllr Davis.
- E&A 20/084 To consider and agree repairs to and the refurbishment of the Barton Court bench at a cost of £314**  
It was RESOLVED to agree repairs to and the refurbishment of the Barton Court bench at a cost of £314.  
Proposed by Cllr J Raywood, seconded by Cllr Powell.
- E&A 20/085 To consider and agree the introduction of swapping boxes within the parks**  
In principle the idea of swapping boxes was agreed. It was considered that Warwick Place would be the best place for a trial, as there had been an appetite in the area to take over a phone box for a similar project (which unfortunately did not come to fruition).  
**Action:** Assistant Town Clerk to contact Men's project at PPNP to ask if they would make a box for the project and the associated cost.
- E&A 20/086 To consider and agree the options for youth provision in 2021**  
It was RESOLVED to provisionally book 8 Play Ranger sessions for 2021 at a cost of £500 per session.  
Proposed by Cllr Davis, seconded by Cllr Powell.
- E&A 20/087 To discuss the quotations received regarding the replacement Spring Gardens toilet block doors and agree any additional steps required**  
The Assistant Town Clerk advised that the expected quotation for the preferred door option had not yet been received and that although this had been chased, it was not forthcoming. They advised that the Committee may wish to take this responsiveness into account when picking a supplier for the replacement doors. Due to the costs involved it will be referred directly to Full Council for a decision once received.
- E&A 20/088 To provide an update and agree any future actions regarding the noticeboard policy**  
The draft policy was discussed and it was agreed that it could be referred to Full Council for approval.
- E&A 20/089 To approve the payments list**  
It was RESOLVED to approve the payments list totalling £12,218.00.  
Proposed by Cllr Powell, seconded by Cllr J Raywood.

The meeting closed at 7.08pm.

Signature of Chairman upon approval of the minutes ..... 2<sup>nd</sup> March 2021

## Environment & Amenities Work Programme

### Public Conveniences

Action	Resp	Status	Comments
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. Legislation is currently awaiting second reading in House of Lords. No date set yet.
Replacement store room door / new doors at SG	JK	Open	Additional quotes requested so all doors match
Mural for boarded up doors at Spring Gardens	JK	Closed	Completed Dec 2020

### Play Areas

Action	Resp	Status	Comments
Apply for Green Flag Award	JK	Open	On hold due to Covid-19
Grant evaluation for Barnwood Trust	JK	Open	First evaluation submitted - January 2020
Annual play report items raised	JK	Closed	High & Medium issues dealt with - monitor remaining
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	Closed	Completed January 2021
Repairs to infinity bowl at Milton	JK	Closed	Instructed September 2020 - new bearings required
Removal of concrete bins at Warwick Place	JK	Closed	Instructed November 2020
Request of ideas for next steps at Derek Graham	JK	Open	Tewkesbury & Tiflebrook schools approached
Installation of new seesaw at Derek Graham	JK	Open	Order placed - exact location to be agreed

### CCTV

Action	Resp	Status	Comments
Consider Upgrade of current CCTV System	All	Closed	Phase two (all but listed building cameras) upgraded in Feb 2021
Planning & listed building consent required for 2 CCTV locations		Open	Due to design of cameras changing, listed building & planning permission required for some locations.
CCTV for Gloucester Road toilet block		Open	Quote for £2800 received for reinstalling CCTV in Gloucester Road toilet block - future work

### Bins

Action	Resp	Status	Comments
Side doors missing from bins near Bell Hotel	JK	Closed	Old style door - no longer available - spare door used from bin removed from Ashchurch Road
Side doors missing from bin on Back of Avon	JK	Closed	Spare door installed
New bin outside One Stop	JK	Open	One stop have agreed to fund. Final location to be agreed by TBC
New bin for the Singett / Lincoln Green Lane	JK	Closed	Bin location agreed - TBC agreed to fund new bin
Replacement bin for Green Lane	JK	Closed	Mixed waste bin installed
Replacement bin for Tewkesbury Nature Reserve	JK	Closed	Mixed waste bin installed
Replacement of missing inner from bin on Oldbury	JK	Closed	Inner replaced under delegated authority £68
Combine dog waste & bin on Ashchurch Road / Walton Cardiff Lane	JK	Closed	Completed Jan 2021
Churchill Grove bin base removal	JK	Closed	Complete
Replacement bins for Derek Graham Play Area	JK	Closed	Complete - installed Feb 2021
Refurbishment of dog bins throughout the Town	JK	Open	First set completed Feb 2021
Rust treat and refurbish ballast bin at Tewkesbury School	JK	Open	Work ongoing

### Bus Shelters

Action	Resp	Status	Comments
Bus shelter cleaning	JK	Open	Next clean March 2021 - ongoing every 3 - 4 months
Installation of no smoking signs	JK	Closed	Complete
Replacement of scratched panels	JK	Open	Ordered Jan 2021 - 1 x opposite Council offices, 1 x outside Morrisons

### Benches

Action	Resp	Status	Comments

Refurbishment of benches on Back of Avon	JK	Closed	Completed	
Repair to bench on Canterbury Leys	JK	Closed	Completed	
Repair to bench on Severn Ham	JK	Closed	Completed - Feb 2021	
Repair to Barton Court Road bench	JK	Closed	Completed - Feb 2021	
<b>Noticeboards</b>				
<b>Action</b>	<b>Resp</b>	<b>Status</b>	<b>Comments</b>	
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	Closed	Installed Dec 2020	
Purchase of Noticeboard For Stonehills	All	Closed	Installed Feb 2021	
<b>Emergency Planning/Adverse Weather Planning</b>				
<b>Action</b>	<b>Resp</b>	<b>Status</b>	<b>Comments</b>	
Emergency Plan Working Group Formulated to produce new Plan.	EPWG	Open	Working Group to meet to work on new version of Emergency Plan.	
<b>Other</b>				
<b>Action</b>	<b>Resp</b>	<b>Status</b>	<b>Comments</b>	
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	GCC tree warden to inspect trees - If work required expect 50:50 split on costs GCC & TTC	
Youth Services - Youth Council	All	Open	To consider next steps	
Request for community bulb planting at Warwick Place	JK	Closed	Permission given for bulb planting around noticeboard and just inside fence behind noticeboard	
Street furniture condition inspection	All	Closed	Completed October 2020	
Smart Clock	JK	Open	Painter quote accepted, permissions given by owner for scaffolding. Hoping Spring 2021	

Additional information – item 9

Advice from Eibe Play regarding the installation of the seesaw (the red line marks the proposed location and direction of the seesaw – from an accessibility point of view it would be good to have it located close to the other accessible items (basket swing & roundabout) so children with mobility issues do not have far to go between items.

In addition, it does not cause any obstruction to the MUGA (should the Council wish to make any changes to it in the future) and the access to the cableway remains clear.





## Detailed Income &amp; Expenditure by Budget Heading 2nd March 2021

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>300 Play Parks</b>							
1500 Grants & Donations Received	0	500	0	(500)			
Play Parks :- Income	<b>0</b>	<b>500</b>	<b>0</b>	<b>(500)</b>			<b>0</b>
4590 Projects	0	2,317	10,000	7,683	3,118	4,565	
4600 Maintenance - Derek Graham	0	357	2,000	1,643		1,643	
4610 Maintenance - Mitton	0	420	1,000	580		580	
4620 Maintenance - Warwick Place	0	125	1,500	1,375		1,375	
4630 Annual Playground Inspection	0	1,500	1,500	0		0	
Play Parks :- Indirect Expenditure	<b>0</b>	<b>4,718</b>	<b>16,000</b>	<b>11,282</b>	<b>3,118</b>	<b>8,164</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(4,218)</b>	<b>(16,000)</b>	<b>(11,782)</b>			
<b>310 Spring Gardens</b>							
4450 Maintenance	160	1,671	3,000	1,329		1,329	
4460 Rates	0	3,044	3,000	(44)		(44)	
4550 Water	0	1,155	2,000	845		845	
4560 Electric	0	507	650	143		143	
4590 Projects	0	0	2,000	2,000		2,000	
4960 Equipment	0	86	0	(86)		(86)	
Spring Gardens :- Indirect Expenditure	<b>160</b>	<b>6,462</b>	<b>10,650</b>	<b>4,188</b>	<b>0</b>	<b>4,188</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(160)</b>	<b>(6,462)</b>	<b>(10,650)</b>	<b>(4,188)</b>			
<b>320 Gloucester Road</b>							
4450 Maintenance	0	771	1,750	979		979	
4460 Rates	0	2,320	2,200	(120)		(120)	
4550 Water	0	987	650	(337)		(337)	
4560 Electric	125	550	400	(150)		(150)	
Gloucester Road :- Indirect Expenditure	<b>125</b>	<b>4,629</b>	<b>5,000</b>	<b>371</b>	<b>0</b>	<b>371</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(125)</b>	<b>(4,629)</b>	<b>(5,000)</b>	<b>(371)</b>			
<b>330 Cleaning &amp; Consumables</b>							
4700 Cleaning & Maintenance Equip	0	800	1,500	700		700	
4710 Combined Consumables	0	1,518	2,500	982		982	
4720 Hygiene Contract	0	828	1,200	372		372	
Cleaning & Consumables :- Indirect Expenditure	<b>0</b>	<b>3,146</b>	<b>5,200</b>	<b>2,054</b>	<b>0</b>	<b>2,054</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,146)</b>	<b>(5,200)</b>	<b>(2,054)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 2nd March 2021

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>340 Outside Spaces</b>							
4450 Maintenance	0	45	0	(45)		(45)	
4750 CCTV	3,024	3,152	9,000	5,848	2,472	3,376	3,024
4755 Tree Maintenance	0	370	3,000	2,630		2,630	
4760 Street Furniture & Clock	821	4,871	6,000	1,129	295	834	1,096
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	340	3,000	2,660	260	2,400	
4785 GIS	0	450	475	25		25	
4790 Grass Cutting	190	2,086	2,840	754		754	
4795 Notice Boards	0	1,959	2,000	41	197	(156)	1,500
Outside Spaces :- Indirect Expenditure	<b>4,035</b>	<b>13,765</b>	<b>32,095</b>	<b>18,330</b>	<b>3,224</b>	<b>15,106</b>	<b>5,620</b>
<b>Net Expenditure</b>	<b>(4,035)</b>	<b>(13,765)</b>	<b>(32,095)</b>	<b>(18,330)</b>			
6000 plus Transfer from EMR	3,024	5,620					
<b>Movement to/(from) Gen Reserve</b>	<b>(1,011)</b>	<b>(8,145)</b>					
Grand Totals:- Income	<b>0</b>	<b>500</b>	<b>0</b>	<b>(500)</b>			
Expenditure	<b>4,320</b>	<b>32,721</b>	<b>68,945</b>	<b>36,224</b>	<b>6,342</b>	<b>29,883</b>	
<b>Net Income over Expenditure</b>	<b>(4,320)</b>	<b>(32,221)</b>	<b>(68,945)</b>	<b>(36,724)</b>			
plus Transfer from EMR	<b>3,024</b>	<b>5,620</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>(1,296)</b>	<b>(26,601)</b>					

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
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	0.00
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	-3,024.00	601.00
331 EMR E&A Tree Maintenance	2,520.00		2,520.00
332 EMR E&A Street Furniture	3,900.00	-1,096.00	2,804.00
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>-5,620.00</u>	<u>106,381.96</u>