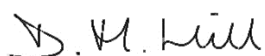


**TEWKESBURY TOWN COUNCIL
ENVIRONMENT & AMENITIES COMMITTEE
TUESDAY 1ST MARCH 2022**

To: Members of Environment & Amenities Committee: Councillors S. Raywood (Chairman), 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 held at Tewkesbury Town Hall, High Street, Tewkesbury on **Tuesday 1ST March 2022 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
16th February 2022

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 7th September 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 the committee budget report (including earmarked reserves)
10. To receive updates on Play Areas and agree actions:
 - i. Derek Graham Memorial Park
 - ii. Mitton Play Area
 - iii. Warwick Place Play Area
11. To receive the Play Rangers report from Summer 2021
12. To receive an update on the 'swap boxes'
13. To consider and agree the location of the ballast bin in Newtown and next steps regarding repairs
14. To agree a plan for the future inspections of the Arrivall Sculptures

15. To consider a request for additional bins on Northway Lane
16. To consider a request for a new bin on Riverside Walk (St Mary's Lane Car Park)
17. To consider the request for bus shelters (north and southbound) near the Odessa
18. To agree terms for memorial bench plaques when benches are refurbished rather than purchased
19. To discuss revisions to the memorial bench policy or to discuss the request for a bench in the Town Hall garden as requested by Buildings & Moorings
20. To agree the earmarked reserves at the end of the financial year 2021/22
21. To approve payments list



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MINUTES

of the

Environment & Amenities Committee meeting
Held at Tewkesbury Town Hall on 7th September 2021 at 6pm

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

In attendance: J King (Assistant Town Clerk)

E&A 21/001 To receive apologies for absence

Apologies were received from Cllr Aldridge & Cllr Sztymiak.

E&A 21/002 To record declarations of interest

Cllr J Raywood and Cllr S Raywood advised that they had been approached by members of the public regarding the Lincoln Green Lane Noticeboard and the provision of seating at the Gupshill Bus Shelter.

E&A 21/003 To consider requests for dispensations

None received.

E&A 21/004 To approve the minutes of the meetings held on 10th March 2021

It was RESOLVED to approve the minutes of the meetings held on 10th March 2021. Proposed by Cllr J Raywood, seconded by Cllr Devine.

E&A 21/005 Matters arising from the minutes – for information only

19/015 Gander Lane Toilets – complete – Changing Places toilet at Leisure Centre.

19/036 Community right to bid — ongoing – with Tewkesbury Borough Council.

19/082 Drinking water refill point – ongoing – with Buildings & Moorings.

19/088 Bin outside one stop – complete.

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

20/045 Contact Tirlebrook & Tewkesbury School re: Derek Graham – ongoing.

20/085 Swap box – ongoing.

20/097 Flooding – Cllr Smith attending meeting.

20/098 Play Area Actions - New seesaw installed at Derek Graham, sand applied at Mitton, cable issue resolved at Warwick Place & tree planted at Warwick Place – all complete

20/099 Ballast Bin – repairs required before new pea gravel can go in - ongoing

E&A 21/006 To receive correspondence relating to the Environment & Amenities Committee

No correspondence received.

E&A 21/007 Public Participation

A member of the public had approached Councillors about signs on toilets stating that they were closed due to vandalism and this not being good for tourism. The Assistant Town Clerk noted the comment and advised that it informed the public



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that there had been an incident which required their closure, rather than them just being out of order. The toilets that are awaiting new doors due to vandalism do not have signs stating this on them.

E&A 21/008 To review the work programme and agree any actions

The work programme was reviewed.

Cllr S Raywood advised that the H marking was now in place at Warwick Place to prevent parking in front of the access gate.

Changing Places toilet is still not on the map. **Action:** Chase TBC about toilet being on the Changing Places map and request that tourist information are notified.

E&A 21/009 To receive the committee budget report (including earmarked reserves)

The budget was received. Cllrs were advised that earmarked reserves had used for the following:

£640 – Softpour mulch under the slide at Derek Graham where it had become eroded

£490 – Initial scaffolding payment for work on Smart Clock

It was noted that there has been an increase in electricity usage in the toilet blocks.

Action: Assistant Town Clerk to investigate

E&A 21/010 To receive updates on Play Areas and agree any actions

i. Derek Graham Memorial Park

The Severn Trent sewage pipe replacement work continues at the site. The fallen tree has been removed and the fence will be repaired once the works are complete.

The original deed for the land has been found and this will enable it to be registered with Land Registry.

A report was given about the success of the Play Ranger sessions over the summer, with 246 play visits taking place across the four sessions. It was hoped to hold six sessions, but there was only availability for two. The next two sessions will take place in October Half Term and February half term.

ii. Mitton Play Area

Hedges are due to be cut back and there continues to be an issue with the bearings in the roundabout.

iii. Warwick Place Play Area

Compliments received about how nice the park is looking and the newly planted tree is growing well.



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A report was given about the success of the Play Ranger sessions over the summer, with 246 play visits taking place across the four sessions. It was hoped to hold six sessions, but there was only availability for two. The next two sessions will take place in October Half Term and February half term.

E&A 21/011 To receive an update on and to note the additional costs regarding the refurbishment of the Smart clock

There have been extensive issues with the refurbishment of the Smart clock, particularly regarding rust, exposed wires, the acrylic panels being loose and the clock not being watertight. All of these issues have been addressed whilst the scaffolding has been in place, as well as the planned repainting of the clock.

It was noted that the total cost for the refurbishment is likely to total £4575 and was approved for health and safety reasons. The original approved cost was £1500.

E&A 21/012 To agree to release £3000 from Earmarked Reserves (Street furniture) to Street Furniture to contribute to additional costs re: Smart Clock

It was RESOLVED to release £3000 from Earmarked Reserves (Street furniture) to Street Furniture to contribute to additional costs re: Smart Clock.
Proposed by Cllr Devine, seconded by Cllr Davis.

E&A 21/013 To discuss and agree the provision of seating in the Gupshill bus stop

It was RESOLVED to provide seating at the Gupshill bus stop in the form of a Glasdon bench made from vandalex, at a cost of £322.57.
Proposed by Cllr Davis, seconded by Cllr Devine.

Cllr J Raywood advised that the vegetation around the northbound bus stop at Stonehills has been reported to GCC.

E&A 21/014 To agree a replacement mixed waste bin for the junction of Gannaway Lane and Newtown cycle path at a cost of £250

It was RESOLVED to install a mixed waste bin at the junction of of Gannaway Lane and Newtown cycle path at a cost of £250.
Proposed by Cllr Devine, seconded by Cllr Davis.

E&A 21/015 To discuss and agree whether any further new bins are required throughout the parish, with particular attention to the High Street, Ashchurch Road and along the cycle path to Newtown

It was RESOLVED to install an additional mixed waste bin at the junction between the cycle path and Springfield where there is currently a dog waste bin at a cost of £250. Proposed by Cllr J Raywood, seconded by Cllr Devine.

It was RESOLVED to replace the missing bin on the Ashchurch Road / Springfield Road area with a mixed waste bin at a cost of £250.
Proposed by Cllr J Raywood, seconded by Cllr Devine.



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A request was received from Tewkesbury Borough Council for the installation of new bin at the Mythe side of King John's bridge.

It was RESOLVED to install a Heritage Style bin at a cost of £433 at the above location. Proposed by Cllr Devine, seconded Cllr J Raywood.

Actions: Barton Street / Old Post office lane – bin door requires checking.
Ask Wybone at what point a bin can still be refurbished.
Approach Morrisons regarding a bin to collect takeaway coffee cups which are frequently left in the bus stop next to the store.

E&A 21/016 To receive a briefing from Cllr Smith on flood actions and to discuss and agree any updates that may be required to the Emergency Plan

Deferred to the next meeting

E&A 21/017 To discuss and agree any actions relating to the request from Tewkesbury Park Residents Association for assistance to fund hard standing next to the Lincoln Green Lane Noticeboard

The committee discussed the request, there is no funding currently available in the E&A budget, particularly following the increased costs for the Smart Clock. It was agreed that the Residents Association should be advised to apply for a grant from the Town Council, or to approach the Mayor's Charity Fund towards the end of the Mayor's term of office, as it is focussing on accessibility issues this year.

Action: Assistant Town Clerk to send grant form and information to TPRA.

E&A 21/018 To consider the draft Environment and Amenities Committee budget for 2022/23

The budget for 2022/23 was considered.

The potential for replacing the remaining five doors at Spring Gardens was discussed. In order to do this the remaining rate rebate will need to be earmarked at the end of the year. The amounts budgeted for 2022/3 for rates at both Spring Gardens and Gloucester Road will be transferred into the Spring Gardens Projects (4590). Overall, the budget remains unchanged from the forecast from 2022/23.

A Cllr asked about the Arrivall structure and whether the Council receives a copy of the condition report that the artist provides each year.

Action: Contact Steve Goodchild to obtain a copy.

E&A 21/019 To approve the payments list

The payments list totalling £32,016.56 was approved.

Proposed by Cllr Devine, seconded by Cllr Davis.

The meeting closed at 7.05pm



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Next meeting: 2nd November 2021 at 6pm.

Signature of Chairman upon approval of the minutes 2nd November 2021

DRAFT

Environment & Amenities Work Programme

Public Conveniences

Action	Resp	Status	Comments
Gander Lane Toilet Block	All	Closed	Changing Places toilet at Leisure Centre, requested added to map
Business rates for toilets	All	Closed	Law passed April 2021 - Rebate expected by end of June 2021, rebate received.
Replacement store room door / new doors at SG	JK	Closed	Ordered July 2021, survey has been completed, store room door installed - work complete Dec 2021
Mural for boarded up doors at Spring Gardens	JK	Closed	Completed Dec 2020 - mural now in Watson Hall garden
Road side doors repainted at Spring Gardens	JK	Closed	Completed April 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 Mitton	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	Need to go back to the schools and restart this work, as it happened pre-covid
Installation of new seesaw at Derek Graham	JK	Closed	Complete May 2021
Sand to be applied to artificial grass - Mitton	JK	Closed	Complete March 2021
Gate to be moved at Warwick Place to allow better access	JK	Closed	With Wicksteed to complete - no cost to TTC - April 7th & 8th
Request made to GCC to drop kerb at Warwick Place	JK	Open	GCC agreed installation - no cost to TTC. On GCC work programme.
Severn Trent waste pipe replacement at Derek Graham	JK	Open	Starts May 10th - work now completed. Interim compensation of £900 received, further £200 being sent, not closed until reinstatement complete.
New tree for Warwick Place	JK	Closed	Planted April 2021 - Acer Princeton Gold - 7ft.
Repairs to rope and roundabout at Derek Graham	JK	Closed	Issues raised in play report
Extension to slide wetpour at Derek Graham	JK	Closed	Completed June 2021
Repair to collapsed wetpour at Derek Graham	JK	Closed	Completed June 2021
H marking installation at entrance to Warwick Place	JK	Closed	Highways completed - no cost to TTC

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		Closed	Installation expected October 20th - work complete
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	Closed	One stop have agreed to fund. Location agreed by TBC, installed June 2021
New bin for the Slingett / 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 E68
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, revisit after next condition check
Rust treat and refurbish ballast bin at Tewkesbury School	JK	Open	Quote accepted - location to be agreed. Public asked in February 2022

Replacement bin - Ashchurch / Springfield	JK	Open	Bin on order - due 22/4
Replacement bin - Gannaway Lane	JK	Open	Bin on order - due 22/4
New bin - St John's Bridge - heritage style	JK	Closed	Installed January 2022
New bin - Springfield (replacing dog waste bin)	JK	Open	TBC replacing via s106 money - expected installation Feb 2022
New side panel for bin in Anglo American Garden	JK	Open	Side panels no longer available - may be able to salvage one as other bins are replaced.
Bus Shelters			
Action	Resp	Status	Comments
Bus shelter cleaning	JK	Open	Cleaned January 2022 - ongoing every 3 - 4 months
Installation of no smoking signs	JK	Closed	Complete
Replacement of scratched panels	JK	Closed	Ordered Jan 2021 - 1 x opposite Council offices, 1 x outside Morrisons - Complete March 2021
Bench for Gupshill bus stop	JK	Closed	Installed October 2021
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
Repair to Town Hall Garden bench	JK	Closed	Completed - August 2021
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	Closed	Installed Dec 2020
Purchase of Noticeboard for Stonehills	All	Closed	Installed Feb 2021
Bishops Walk Noticeboard - consider taking on	JK	Open	
Emergency Planning/Adverse Weather Planning			
Action	Resp	Status	Comments
Emergency Plan Working Group Formulated to produce new Plan.	EPWG	Open	Working Group to met to work on new version of Emergency Plan.
Acquire new sandbags for ballast bins		Open	Plan circulated - March 2021, Cllr Smith invited to talk at next E&A meeting TBC to provide sandbags, quotation for repairs approved at Finance in Feb 2022.
Other			
Action	Resp	Status	Comments
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	GCC setting up Youth Council - on hold due to Covid
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	Closed	Finally completed - September 2021

Detailed Income & Expenditure by Budget Heading 16/02/2022

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
300 Play Parks							
1500 Grants & Donations Received	500	0	0	0			
1520 Severn Trent Compensation	0	934	0	(934)			
Play Parks :- Income	500	934	0	(934)			0
4590 Projects	5,435	0	5,000	5,000		5,000	
4600 Maintenance - Derek Graham	793	1,478	2,040	562	659	(98)	640
4610 Maintenance - Mitton	665	298	1,020	722		722	
4620 Maintenance - Warwick Place	162	136	1,530	1,394		1,394	
4630 Annual Playground Inspection	1,500	1,500	1,530	30		30	
Play Parks :- Indirect Expenditure	8,554	3,412	11,120	7,708	659	7,048	640
Net Income over Expenditure	(8,054)	(2,478)	(11,120)	(8,642)			
6000 plus Transfer from EMR	(7,110)	640					
Movement to/(from) Gen Reserve	(15,164)	(1,838)					
310 Spring Gardens							
4450 Maintenance	1,671	2,014	3,060	1,046		1,046	
4460 Rates	3,044	(3,044)	3,060	6,104		6,104	
4550 Water	1,423	1,158	2,040	882		882	
4560 Electric	507	978	663	(315)		(315)	
4590 Projects	0	11,200	2,040	(9,160)		(9,160)	6,394
Spring Gardens :- Indirect Expenditure	6,644	12,306	10,863	(1,443)	0	(1,443)	6,394
Net Expenditure	(6,644)	(12,306)	(10,863)	1,443			
6000 plus Transfer from EMR	(3,200)	6,394					
Movement to/(from) Gen Reserve	(9,844)	(5,912)					
320 Gloucester Road							
4450 Maintenance	771	343	1,785	1,442		1,442	
4460 Rates	2,320	(2,320)	2,244	4,564		4,564	
4550 Water	1,151	804	663	(141)		(141)	
4560 Electric	594	769	408	(361)		(361)	
Gloucester Road :- Indirect Expenditure	4,837	(405)	5,100	5,505	0	5,505	0
Net Expenditure	(4,837)	405	(5,100)	(5,505)			
330 Cleaning & Consumables							
4700 Cleaning & Maintenance Equip	983	176	1,530	1,354		1,354	

Detailed Income & Expenditure by Budget Heading 16/02/2022

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4710 Combined Consumables	1,518	2,100	2,550	450		450	
4720 Hygiene Contract	828	977	1,224	247		247	
Cleaning & Consumables :- Indirect Expenditure	3,329	3,253	5,304	2,051	0	2,051	0
Net Expenditure	(3,329)	(3,253)	(5,304)	(2,051)			
<u>340 Outside Spaces</u>							
4450 Maintenance	199	0	0	0		0	
4750 CCTV	6,527	1,738	5,000	3,262	968	2,294	3,074
4755 Tree Maintenance	370	400	1,000	600		600	
4760 Street Furniture & Clock	4,775	6,800	6,000	(800)	863	(1,662)	4,029
4765 EmergencyPlan/Adverse Weather	0	0	1,000	1,000		1,000	
4770 Youth Budget	492	2,008	0	(2,008)		(2,008)	2,510
4775 Insurance - Arrivall	0	0	285	285		285	
4780 Bus Shelter	817	874	1,500	626		626	
4785 GIS	450	450	480	30		30	
4790 Grass Cutting	2,276	1,897	2,840	943		943	
4795 Notice Boards	2,053	0	1,000	1,000	197	803	
Outside Spaces :- Indirect Expenditure	17,958	14,166	19,105	4,939	2,028	2,911	9,613
Net Expenditure	(17,958)	(14,166)	(19,105)	(4,939)			
6000 plus Transfer from EMR	(8,155)	9,613					
Movement to/(from) Gen Reserve	(26,113)	(4,553)					
Grand Totals:- Income	500	934	0	(934)			
Expenditure	41,322	32,732	51,492	18,760	2,687	16,073	
Net Income over Expenditure	(40,822)	(31,798)	(51,492)	(19,694)			
plus Transfer from EMR	(18,465)	16,647					
Movement to/(from) Gen Reserve	(59,287)	(15,151)					

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M Museum Maintenance	11,240.00	-11,240.00	0.00
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 (Not In Use)	0.00		0.00
324 EMR E&A Noticeboards	1,447.00		1,447.00
325 EMR E&A Playground Projects	7,110.00	-640.00	6,470.00
326 EMR E&A Youth	6,615.00	-2,510.00	4,105.00
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	3,074.00	-3,074.00	0.00
331 EMR E&A Tree Maintenance	5,150.00		5,150.00
332 EMR E&A Street Furniture	4,029.00	-4,029.00	0.00
333 EMR E&A Toilet Block Project	6,394.00	-6,394.00	0.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	2,000.00		2,000.00
336 EMR Fin Regalia	0.00		0.00
337 EMR Fin Website	2,160.00		2,160.00
338 EMR Fin Professional	0.00		0.00
339 EMR Fin Legal	0.00		0.00
340 EMR Fin Elections	3,000.00		3,000.00
341 EMR Fin Tourism & Marketing	1,474.00		1,474.00
342 EMR Fin Newsletter	500.00		500.00
343 EMR SH Weeding	3,000.00		3,000.00
344 EMR SH Severn Ham Tree Maint	8,000.00		8,000.00
345 EMR SH Hay Sowing Project	8,675.00		8,675.00
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 Rd	2,433.00		2,433.00
352 EMR Insurance	1,556.00		1,556.00
353 EMR Shop Windows Project	3,890.00	-599.98	3,290.02
354 EMR TH Maintenance	5,831.00		5,831.00
355 EMR WH Projects	10,515.00		10,515.00
356 EMR WH Bar Equipment	1,619.00		1,619.00
357 EMR Museum Roof Project	18,750.00	-18,750.00	0.00
	<u>183,279.96</u>	<u>-47,236.98</u>	<u>136,042.98</u>