

**TEWKESBURY TOWN COUNCIL
ENVIRONMENT & AMENITIES COMMITTEE
TUESDAY 10TH OCTOBER 2023**

To: Members of Environment & Amenities Committee: Councillors S. Raywood (Chairman), J. Raywood, M. Sztymiak, J. Baddams, C. Danter

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 10th October 2023 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
4th October 2023

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 4th July 2023
5. Matters arising from the minutes – for information only.
6. 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.)*
7. Correspondence
8. To receive the committee budget report (including earmarked reserves)
9. To review the work programme & agree any actions
10. To receive updates on Play Areas and agree actions, including:
 - Refurbishment of Derek Graham Play Area
 - Replacement bench at Warwick Place at a cost of £394
11. To receive an update on the vandalism issues at Spring Gardens
12. To agree next steps for the repair / replacement of the Gupshill bus shelter
13. To agree the emergency / winter plan and any additional updates
14. To consider and agree the draft budget for 2024/25



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Environment & Amenities Committee meeting
Held at Tewkesbury Town Hall on 4th July 2023 at 6pm

Present: Cllrs S Raywood (Chair), J Raywood, M Sztymiak, C Danter, J Baddams

In attendance: J King (Assistant Town Clerk)

E&A 23/001 To receive apologies for absence

None received.

E&A 23/002 To record declarations of interest

None received.

E&A 23/003 To consider requests for dispensations

None received.

E&A 23/004 To approve the minutes of the meetings held on 21st March 2023

It was RESOLVED to approve the minutes of the meetings held on 21st March 2023.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 23/005 Matters arising from the minutes – for information only

19/036 Community right to bid — complete – awaiting confirmation letter

22/039 Ownership of land behind Gupshill bus shelter – ongoing

22/059 Use of Boys' Brigade toilets – complete, no sessions taking place at Derek Graham due to availability

22/064 Bee friendly corridors – complete, Tewkesbury in Bloom working with Buildings & Moorings regarding taking on St Mary's Lane mooring area

E&A 23/006 To receive correspondence relating to the Environment & Amenities Committee

Tewkesbury Borough Council asked the committee for permission to put 'don't drop you gum' stickers of the bins on the High Street, Barton Street and Back of Avon. The committee agreed that they were happy for stickers but they should not be bigger than A4 and they would prefer a mix of the two styles. The committee requested that the Conservation Officer be approached for their opinion.

E&A 23/007 Public Participation

A member of the public attended, they live near Derek Graham and was horrified at the way the trees at the edge of Derek Graham were pollarded. They reported it to the Town Council and it was sorted. They want to ensure that any future work carried out by the County Council is not left in the same state as before.

E&A 23/008 To receive the committee budget report (including earmarked reserves)

The budget was received and reviewed.



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E&A 23/009 To review the work programme and agree any actions

The work programme was reviewed and the following items were discussed:

- Fence repair at Derek Graham has been completed.
- Tewkesbury Borough Council repairing carousel links at Warwick Place
- Mixed waste bin has been installed at Manor Place.
- Bus shelter has been installed at the Odessa – Cllr Cody has received positive comments from residents around the Odessa.
- Play Ranger sessions – due to staffing levels only able to provide two in the summer – these will be on the Vineyards, as they have historically been the best attended. Question has been raised about session for 2024.

It was RESOLVED to approve seven sessions as follows- four during summer holidays 2024 and one each in October half term 2024, February half term 2025 and Easter holidays 2025 at a cost of £545 per session.

Proposed by Cllr Baddams, seconded by Cllr J Raywood.

Action: Cllr Baddams to investigate alternative providers for the sessions that the Play Rangers are unable to supply this year.

- Noticeboard has been installed in Newtown.
- Vehicle Activated Sign has been repaired and is ready to go back out.
- Swap boxes are being made by Men's Shed Project.

E&A 23/010 To receive updates on Play Areas and agree any actions

i. Derek Graham Memorial Park

Severn Trent consider the reinstatement good enough and are paying a final £100 compensation. There are no health and safety issues remaining. A decision was made to not pursue this issue any further, as it is unlikely to provide beneficial and will just use officer time.

The committee discussed the first steps for the refurbishment of the Derek Graham Park. There is £20,000 in Earmarked Reserves and £5000 in Playground Projects. This will enable the Council to apply for grants; if required, as you must have some funding of your own to start a project. In addition, you need to show that the proposed changes are driven by the community, rather than imposed on them. The Assistant Town Clerk has worked with Cllr Robertson to create a non-biased questionnaire of what people might like.

The committee discussed groups in Newtown that could be contacted, and this includes, the WI, Boys' Brigade, Girl Guides, Tirlbrook School, Tewkesbury School, nurseries, gyms, dance lessons held at the squash club. Need to identify a place for leaflets to be dropped back to – The Canterbury or the garage? Need to include St Nicholas' Church as their parochial



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parish includes Newtown. Questionnaire drop in Wheatpieces and Walton Cardiff, as many people use Derek Graham as their nearest park. Form should be downloadable, so that it can be completed and emailed back.

Arrange a drop in date in the park for residents to come and share their thoughts and ideas. Potentially use other entertainment e.g. circus skills workshop to bring people to the park.

ii. Mitton Play Area

Question regarding the surface at Mitton. Sand needs to be reapplied, usually in the region of £600 and this needs to be done every two years. Committee are happy for this to take place under delegated authority when the exact costs are received.

Action: Quote to be obtained for replacing the surface with wetpour.

iii. Warwick Place Play Area

It was RESOLVED to replace two swing seats at Warwick Place at a cost of £299.37. Proposed by Cllr J Raywood, seconded by Cllr Danter.

The committee discussed the issue of the litter at the park. The Council already provide a litter pick twice a week and there are signs on both entrance gates to the park about picking up litter. The issue is not bin capacity, rather people not caring.

Action: Ask PPNP if litter picking is something they would be able to support.

E&A 23/011 To receive an update on the vandalism issues at Spring Gardens

The Assistant Town Clerk provided an update and advised that the police have taken action following the vandalism that was recorded in the Anglo-American Remembrance Garden. The same individual are those that have been seen on CCTV around Spring Gardens and the theft of toilet rolls and CCTV evidence has been reported to the police.

Two individuals are taking part in six month restorative justice programmes.

E&A 23/012 To discuss and agree the work to be undertaken on the Arrivall Sculptures

It was RESOLVED to undertake the following work at a cost of £1700:

- Copper capping of end grain and horses' backs, using copper strips and nails
- Clear preservative coating to be applied to complete structures
- Grind off excess threads, make and fit new bolt oak covers

Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.



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E&A 23/013 To agree next steps for the repair / replacement of the Gupshill bus shelter
The visibility issue for the bus shelter has been investigated. It was concluded that a clear bus shelter would provide no better visibility than the current one.

It was RESOLVED to delegate authority to the Assistant Town Clerk to get the roof replaced up to a cost of £1000.

Proposed by Cllr Sztymiak, seconded by Cllr Baddams.

E&A 23/014 To consider the emergency / winter plan and update as required
Cllrs discussed the current emergency plan and ballast bins. It was noted that the current plan was quite long and did not fit well with Tewkesbury Borough Council's emergency plan. It was felt it could be more helpful to individuals; as it is primarily a flooding emergency plan, by including flood risk preparation for households.
Action: Assistant Town Clerk to provide an initial revision for the committee to consider.

The meeting closed at 7.30pm

Next meeting: 10th October 2023

Signature of Chairman upon approval of the minutes 4th July 2023

Detailed Income & Expenditure by Budget Heading 03/10/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>300 Play Parks</u>						
4590 Projects	0	5,000	5,000		5,000	
4600 Maintenance - Derek Graham	1,772	2,123	351		351	
4610 Maintenance - Mitton	62	1,061	999		999	
4620 Maintenance - Warwick Place	331	1,592	1,261		1,261	
4630 Annual Playground Inspection	1,500	1,592	92		92	
Play Parks :- Indirect Expenditure	3,664	11,368	7,704	0	7,704	0
Net Expenditure	(3,664)	(11,368)	(7,704)			
<u>310 Spring Gardens</u>						
4450 Maintenance	419	3,183	2,764		2,764	
4550 Water	552	2,913	2,361		2,361	
4560 Electric	550	3,190	2,640		2,640	
4590 Projects	0	2,123	2,123		2,123	
Spring Gardens :- Indirect Expenditure	1,521	11,409	9,888	0	9,888	0
Net Expenditure	(1,521)	(11,409)	(9,888)			
<u>320 Gloucester Road</u>						
4450 Maintenance	0	1,857	1,857		1,857	
4550 Water	440	946	506		506	
4560 Electric	281	2,015	1,734		1,734	
Gloucester Road :- Indirect Expenditure	721	4,818	4,097	0	4,097	0
Net Expenditure	(721)	(4,818)	(4,097)			
<u>330 Cleaning & Consumables</u>						
4700 Cleaning & Maintenance Equip	0	1,592	1,592		1,592	
4710 Combined Consumables	1,189	2,653	1,464		1,464	
4720 Hygiene Contract	1,008	1,273	265		265	
Cleaning & Consumables :- Indirect Expenditure	2,197	5,518	3,321	0	3,321	0
Net Expenditure	(2,197)	(5,518)	(3,321)			
<u>340 Outside Spaces</u>						
4750 CCTV	3,375	5,000	1,625		1,625	
4755 Tree Maintenance	200	1,000	800		800	
4760 Street Furniture & Clock	2,711	6,000	3,290	290	3,000	
4765 EmergencyPlan/Adverse Weather	149	1,000	851		851	

Detailed Income & Expenditure by Budget Heading 03/10/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4770 Youth Budget	0	3,500	3,500		3,500	
4775 Insurance - Arrivall	0	295	295		295	
4780 Bus Shelter	(3,605)	3,000	6,605		6,605	
4785 Parish Online	450	490	40		40	
4790 Grass Cutting	1,055	3,124	2,069		2,069	
4795 Notice Boards and Swapboxes	1,739	2,000	261		261	
Outside Spaces :- Indirect Expenditure	<u>6,074</u>	<u>25,409</u>	<u>19,335</u>	<u>290</u>	<u>19,045</u>	<u>0</u>
Net Expenditure	<u>(6,074)</u>	<u>(25,409)</u>	<u>(19,335)</u>			
Grand Totals:- Income	0	0	0			
Expenditure	14,177	58,522	44,345	290	44,055	
Net Income over Expenditure	<u>(14,177)</u>	<u>(58,522)</u>	<u>(44,345)</u>			
Movement to/(from) Gen Reserve	<u>(14,177)</u>					

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M 64 BS Maintenance	20,264.00		20,264.00
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 B&M Moorings Maintenance	0.00		0.00
324 EMR E&A Noticeboards & Swapbox	1,708.00		1,708.00
325 EMR E&A Playground Projects	20,105.00		20,105.00
326 EMR E&A Youth	4,105.00		4,105.00
327 EMR FIN Asset Management Proj	0.00		0.00
328 EMR B&M War Memorial	6,875.73		6,875.73
329 EMR SH Severn Ham	6,140.00		6,140.00
330 EMR E&A CCTV	2,500.00		2,500.00
331 EMR E&A Tree Maintenance	5,650.00		5,650.00
332 EMR E&A Street Furniture	3,050.00		3,050.00
333 EMR E&A Toilet Block Project	3,108.00		3,108.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	2,640.00		2,640.00
336 EMR FIN Regalia	0.00		0.00
337 EMR FIN Website	2,160.00		2,160.00
338 EMR FIN Professional	5,237.00		5,237.00
339 EMR FIN Legal	14,087.00		14,087.00
340 EMR FIN Elections	4,000.00		4,000.00
341 EMR FIN Tourism & Marketing	1,474.00		1,474.00
342 EMR FIN Newsletter	1,500.00		1,500.00
343 EMR SH Weeding	10,000.00		10,000.00
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 Footpath Repairs	10,738.00		10,738.00
347 EMR PLA Comm. & Display	1,306.00	-1,306.00	0.00
348 EMR PLA Outreach Sessions	0.00		0.00
349 EMR B&M Moorings Projects	6,363.00		6,363.00
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 FIN Insurance	0.00		0.00
353 EMR FIN Shop Windows Project	0.00		0.00
354 EMR B&M TH Maintenance	10,129.00		10,129.00
355 EMR B&M WH Projects	19,319.00		19,319.00
356 EMR B&M WH Bar Equipment	1,914.00		1,914.00
357 EMR B&M 64 BS Projects	11,219.00		11,219.00
358 EMR SH Mythe Nature Reserve	5,000.00		5,000.00
359 EMR PLA Community Devel Planni	2,500.00		2,500.00
360 EMR B&M TH Projects	26,627.00		26,627.00
361 EMR FIN Community Grants	622.00		622.00
362 EMR FIN Tewkes Live Music Fest	0.00		0.00
363 EMR B&M WH Maintenance	307.00		307.00
364 EMR B&M 64 BS Fundraising Proj	720.00		720.00
365 EMR FIN Events and Services	482.00		482.00
366 EMR B&M TH Equipment	870.00		870.00
367 EMR E&A Toilet Block Utilities	1,429.00		1,429.00
368 EMR E&A VAS Repairs	1,655.00		1,655.00
369 EMR STA Training	2,087.00		2,087.00

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
	<u>277,142.96</u>	<u>-1,306.00</u>	<u>275,836.96</u>

Environment & Amenities Work Programme

Public Conveniences

Action	Status	Comments
Gander Lane Toilet Block	Closed	Changing Places toilet at Leisure Centre, requested added to map
Business rates for toilets	Closed	Law passed April 2021 - Rebate expected by end of June 2021, rebate received.
Replacement store room door / new doors at SG	Closed	Ordered July 2021, survey has been completed, store room door installed - work complete Dec 2021
Mural for boarded up doors at Spring Gardens	Closed	Completed Dec 2020 - mural now in Watson Hall garden
Road side doors repainted at Spring Gardens	Closed	Completed April 2020
Replace road side doors at Spring Gardens	Closed	Approved by Full Council in March 2022. Order placed. Doors finished November 2022
Door to baby change facility at Glos Road - damaged by wind	Closed	Repair complete
Mural to go on side of Spring Gardens	Closed	Competed November 2022
Baby change unit at Spring Gardens needs replacing	Open	Monitoring vandalism issues before replacing. Unit has been removed due to health & safety.

Play Areas

Action	Status	Comments
Apply for Green Flag Award	Closed	Decision not to apply for taken
Grant evaluation for Barnwood Trust	Closed	First evaluation submitted - January 2020
Annual play report items raised	Closed	High & Medium issues dealt with - monitor remaining
Cableway support to be replaced at Derek Graham	Closed	Work completed May 2020
New signs for Derek Graham and additional sign for Warwick Place	Closed	Completed September 2020
New cableway surface	Closed	Completed January 2021
Repairs to infinity bowl at Mitton	Closed	Instructed September 2020 - new bearings required
Removal of concrete bins at Warwick Place	Closed	Instructed November 2020
Request of ideas for next steps at Derek Graham	Open	Need to go back to the schools and restart this work, as it happened pre-covid
Installation of new seesaw at Derek Graham	Closed	Complete May 2021
Sand to be applied to artificial grass - Mitton	Closed	Complete March 2021
Gate to be moved at Warwick Place to allow better access	Closed	With Wicksteed to complete - no cost to TTC - April 7th & 8th
Request made to GCC to drop kerb at Warwick Place	Closed	Completed Summer 2022
Severn Trent waste pipe replacement at Derek Graham	Closed	Started May 2021. Interim compensation of £900 received, further £200 being sent, not closed until reinstatement complete. Final compensation £100 received July 2023
New tree for Warwick Place	Closed	Planted April 2021 - Acer Princeton Gold - 7ft.
Repairs to rope and roundabout at Derek Graham	Closed	Issues raised in play report
Extension to slide wetpour at Derek Graham	Closed	Completed June 2021
Repair to collapsed wetpour at Derek Graham	Closed	Completed June 2021
H marking installation at entrance to Warwick Place	Closed	Highways completed - no cost to TTC
Replacement cableway support at Derek Graham	Closed	Completed August 2022
Replacement slide piece at Derek Graham	Closed	Completed August 2022
New tree for Warwick Place	Closed	Crimson King Acer, planted in November 2022
Fence repairs at Derek Graham	Closed	Completed May 2023

Sand to be applied to artificial grass - Mitton	Open	Scheduled for October 2023
CCTV		
Action	Status	Comments
Consider Upgrade of current CCTV System	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	Closed	
Assess need for future CCTV	Open	Relocation of cameras in Spring Gardens, TBC permission required
Tree interference on Oldbury Road	Closed	With GCC & TBC re: tree reduction took place. Long term, may need to consider relocation of cameras.
Bins		
Action	Status	Comments
Side doors missing from bins near Bell Hotel	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	Closed	Spare door installed
New bin outside One Stop	Closed	One stop have agreed to fund. Location agreed by TBC, installed June 2021
New bin for the Slingett / Lincoln Green Lane	Closed	Bin location agreed - TBC agreed to fund new bin
Replacement bin for Green Lane	Closed	Mixed waste bin installed
Replacement bin for Tewkesbury Nature Reserve	Closed	Mixed waste bin installed
Replacement of missing inner from bin on Oldbury	Closed	Inner replaced under delegated authority £68
Combine dog waste & bin on Ashchurch Road / Walton Cardiff Lane	Closed	Completed Jan 2021
Churchill Grove bin base removal	Closed	Complete
Replacement bins for Derek Graham Play Area	Closed	Complete - installed Feb 2021
Refurbishment of dog bins throughout the Town	Closed	First set completed Feb 2021, second set completed Feb 2022
New dog bin required for Vineyards entrance	Closed	Current bin rusted with sharp edges. Replacement ordered under delegated authority - March 2022 - Installed April 2022
Rust treat and refurbish ballast bin at Tewkesbury School	Closed	Work complete - vinyl sticker installed
Replacement bin - Ashchurch / Springfield	Closed	Installation w/c 25 April
Replacement bin - Gannaway Lane	Closed	Installation w/c 25 April
New bin - St John's Bridge - heritage style	Closed	Installed January 2022
New bin - Springfield (replacing dog waste bin)	Closed	TBC replacing via £106 money
New side panel for bin in Anglo American Garden	Closed	Side panels no longer available - unable to salvage one from damaged bin, different hinge fitting. Being replaced as part of HSHAZ funding
New bin for St Mary's Road car park (heritage style)	Closed	Complete
New mixed waste bin to replace dog bin in football field near leisure centre	Closed	Completed November 2022
New bin for Northway Lane	Open	Bin arrived - waiting for TBC to install
Bin being moved from Station Rd car park to end of cycleway	Open	TBC carrying out work - no cost to TTC
New bin for Manor Place	Closed	Installed April 2023
HSHAZ funding obtained to replace 8 bins on High Street and surrounding area	Open	
Bus Shelters		
Action	Status	Comments
Bus shelter cleaning	Closed	New provider instructed for 2023/2024 - 3 times a year clean

Installation of no smoking signs	Closed	Complete
Replacement of scratched panels	Closed	Ordered Jan 2021 - 1 x opposite Council offices, 1 x outside Morrisons - Complete March 2021
Bench for Gupshill bus stop	Closed	Installed October 2021
Bus shelter for Odessa	Closed	50:50 grant given - order placed. Installed 19th June 2023
Replacement bus shelter for Gupshill	Open	Costs higher than expected - to return to committee for decision
Benches		
Action	Status	Comments
Refurbishment of benches on Back of Avon	Closed	Completed
Repair to bench on Canterbury Leys	Closed	Completed
Repair to bench on Severn Ham	Closed	Completed - Feb 2021
Repair to Barton Court Road bench	Closed	Completed - Feb 2021
Repair to Town Hall Garden bench	Closed	Completed - August 2021
Wooden benches on High Street, Church Street, Chance Street & Back of Avon need a coat of protective finish	Closed	Completed - Summer 2022
Refurbishment of Arundel Road bench	Closed	Completed - September 2022
Adoption of St Mary's Road & Link Road benches	Closed	TBC carrying out work in financial year 2023/2024 instead of adoption
Four benches in Anglo American garden to refurbish	Closed	Repairs complete Spring 2023
Replacement bench - Barton Court	Closed	Replaced by TBC Summer 2023 after car hit bench
Wooden benches on High Street, Church Street, Chance Street & Back of Avon need a coat of protective finish	Open	Darker shade of Ozmo to be used this year to give a more uniform finish. Work to be carried out in Autumn 2023
Noticeboards		
Action	Status	Comments
Discuss with TBC about placement of a noticeboard at Lincoln Green Lane	Closed	Installed May 2020
Purchase of Noticeboard for Lincoln Green Lane	Closed	Installed May 2020
Purchase of Noticeboard for Severn Ham (Abbey Mill)	Closed	Installed Dec 2020
Purchase of Noticeboard for Stonehills	Closed	Installed Feb 2021
Bishops Walk Noticeboard	Open	Board owned by TBC. HAZ are looking to replace this board as part of their work
Options for Mitten noticeboard	Closed	Installed December 2022
Options for Newtown noticeboard	Closed	Highways have given permission. Purchase in 2023/24 financial year, installed May 2023
Emergency Planning/Adverse Weather Planning		
Action	Status	Comments
Emergency Plan Working Group Formulated to produce new Plan.	Open	Plan updated (to be agreed by committee) and folder updated
Acquire new sandbags for ballast bins	Closed	200 sandbags acquired. Stored at the Town Hall & with Councillors
Ballast bins topped up with pea gravel	Closed	Topped up September 2023
Other		
Action	Status	Comments
Work required on trees at Warwick Place & Derek Graham play areas	Closed	Work completed 7th September
Work required on diseased whitebeam on Back of Avon	Closed	Section 211 granted for work to start - diseased bough removed, rest of tree in good condition

Pollarding of trees on edge of Derek Graham	Closed	Work agreed 50:50 split with GCC. Work completed 6/12/22
Youth Services - Youth Council	Open	GCC setting up Youth Council - on hold due to Covid. Brockworth have set up Youth Council
Request for community bulb planting at Warwick Place	Open	Permission given for bulb planting around noticeboard - £50 allocated in May 2022 meeting. Chris Danter overseeing planting.
Street furniture condition inspection	Closed	Completed October 2020
Smart Clock	Closed	Finally completed - September 2021
Adoption of Phone Box - Prior's Park	Closed	New style boxes only available for adoption as defibrillator locations - therefore not possible to adopt
Overhanging cable at Warwick Place	Closed	Cable has been restrung. Severn Vale housing investigating whether alarm system is still in use
Youth Services - Holiday playscheme	Open	Four sessions running Summer 2023, October x 1 day, February x 1 day, Easter 2024 x 1 day
Youth Services - permissions for Vineyards	Closed	Three year permission given for Play Rangers to run on the Vineyards - Oct 2022
Swap box for Prior's Park	Closed	Installed September 2022
Arrivall sculpture inspections	Closed	All suggested works to be undertaken in August 2023
Future swap boxes - locations & community want & funding	Open	Stonehills and Mitton have requested swap boxes, Shed Project making them
Water fountain for Spring Gardens	Closed	HSHAZ funding granted, installed March 2023
Gum sticker campaign with TBC	Open	Meeting with TBC on 9th October
Street furniture condition inspection	Open	Taking place in October 2023

Additional information for E&A – October 2023

Current bench at Warwick Place - wooden and rotting in places.



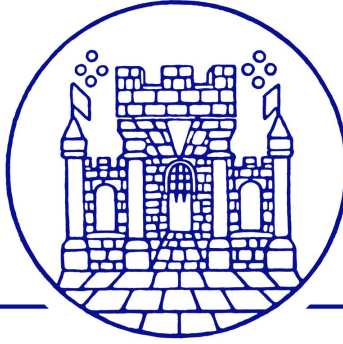
Proposed new bench

Wickstead Keystone Bench – matches the other new benches in the park. Cost £394 + delivery.

A screenshot of the Wickstead website. The top navigation bar includes the Wickstead logo, a search bar with the text "What are you looking for?", and links for "Products", "Contact", "Sectors", "Services", and "Careers". A red button labeled "Our product book" is also visible. The main content area features a heading "The Keystone Playground Furniture Range" with a left arrow icon. Below the heading, it says "Playground Furniture & Fencing" and "Product code: SEE DESCRIPTION". A paragraph of text describes the range: "The Keystone furniture range has all the quality you expect from Wickstead. Stylish and available in a range of range of colours the Keystone furniture range can brighten any dedicated seating / picnic zone." Below this is the sub-heading "Keystone Metal Seat" and "Product Code: 6120-178". On the right side, there is a large 3D rendering of a bright green metal bench with a curved backrest and legs. Navigation arrows (left and right) are positioned below the bench, and a red button labeled "Let's talk" is on the right side of the image.

Issues at Derek Graham





TEWKESBURY TOWN COUNCIL

EMERGENCY PLAN

Last updated August 2023

TEWKESBURY TOWN COUNCIL EMERGENCY RESPONSE PLAN

Information:

The Tewkesbury Town Council Emergency Response Plan has been created as a result of the flooding disaster in Tewkesbury on the 20th July 2007.

This plan identifies how the Town Council will respond to a major incident. It is intended that the plan will have a general application but, given the extreme vulnerability of Tewkesbury to flooding, there will be an added emphasis to addressing this particular problem.

It is not the role of the Councillors to take upon themselves the duties of those members of the emergency and statutory services who are trained to address particular aspects of a major incident. However, the Town Council can have a significant role in working closely with those services.

It is therefore necessary that what is intended is accepted by other agencies and that this plan links with other emergency plans both statutory and voluntary.

Tewkesbury Town Council Emergency Response Plan Red Folder

Containing the following information is stored in the labelled drawer in the Town Hall Reception area – along with the portable radios:

- i. Full copy of the Tewkesbury Town Council Emergency Response Plan.
- ii. Tewkesbury Borough Council Emergency Response Plan.
- iii. Gloucestershire County Council Emergency Response Plan.
- iv. Information/enquiry log sheets.
- v. 3 x Helpdesk signs with directional arrow for display on either side of front door and inside.
- vi. 1x Helpdesk sign for information desk.
- vii. 6 x signs “Working on behalf of Tewkesbury Town Council” to allow access to areas controlled by Police for Councillors carrying out mobile duties.

This plan is to be reviewed and updated by the Environment & Amenities Committee every three years.

Method:

The Town Hall is particularly suited as a location from where the co-ordinating role of the Council in the event of a major incident can take place, therefore it is important that access to the building can be easily achieved. The following individuals have access to the building:

- a. The Town Mayor and Deputy Mayor, hold keys for their term of office
- b. The Town Clerk and all members of staff & caretaking team hold keys

The Town Clerk is responsible for co-ordinating the response of the Town Council to any incident and should be the main point of contact with other agencies involved. In their absence another member of staff or nominated councillor should assume this role.

All actions and information in relation to the incident should be logged.

During the evenings and at weekends, in the event of a key holder not being contactable, a key safe is located at the front of the Town Hall. The code is available from the caretaking team, members of staff will also be able to provide it.

Additional key holders are:

Role:	Name:	Tel:
Caretaker	Neil Davis	07810 122855
Caretaker	Chris Davis	07791 670889
Out of hours	Spa Security	07966 011 855

Individual Responsibilities:

The Town Clerk (or lead individual) will take responsibility for the

1. Identification of the responsibilities and role of other Councillors and Officers.
2. Opening communications with the other agencies – Police, Fire and Rescue, Tewkesbury Borough Council, Gloucestershire County Council and identifying the role of the Town Council.
3. Ensuring that in addition to the land-line contact, the Town Council IT facility is operational and make immediate contact with relevant agencies.
4. Ensuring that all actions and information received by the Town Council is logged and acted upon as necessary by tasking an individual with this responsibility.
5. Ensuring adequate information is posted on the front doors of the Town Hall so that members of the public are aware of the function the Town Hall and Council is assuming.
6. Ensuring a helpdesk is established near the front doors of the Town Hall as the first point of contact for the public.

Communications:

The following are presently available to the Town Council:

- i. **Land lines** – if power fails there is an analogue telephone in the emergency plan drawer. This can be plugged into the socket behind the Town Clerk's desk labelled 01684 291 376.
- ii. **IT** – remote access is available to all staff.
- iii. **UHF Hand held radios** – Three Motorola CP040 Portable Radios with single unit rapid chargers with a base unit clip on antenna are available from the Town Hall.

- iv. **Social Media** - The Town Council has Facebook, Instagram & Twitter accounts which can be used for disseminating information. All officers are able to access these accounts and will carry out any actions required.

Emergency Accommodation:

In the event of a major incident the provision of bedding, clothing, food etc is the responsibility of Gold Command however, within Tewkesbury Town Centre area there are a number of premises that could be used for immediate and safe provision. Tewkesbury Borough Council will advise which premises will be used but these potentially include:

Venue:
George Watson Memorial Hall, Barton Street, Tewkesbury
Scout Hut, Oldbury Road, Tewkesbury
Salvation Army Citadel, Station Road, Tewkesbury
Baptist Chapel, Station Road, Tewkesbury
Tewkesbury Abbey, Church Street, Tewkesbury

Flooding – Access to Ballast Bins

There are three ballast bins containing pea gravel in Tewkesbury Town. They are located next to Tewkesbury Borough Council, on Station Road and next to the entrance to Tewkesbury School.

The bins contain pea gravel which can be used to fill sandbags and then used with plastic sheeting to provide protection. They should not be used as a stand-alone defence.

Councillors who can safely assist at each ballast bin location:

Tewkesbury Borough Council – Cllr Brookes

Tewkesbury School – Cllrs Hayes & Robertson

Station Road – Cllrs Jones, Ash, Moran, Langdon, Sztymiak, Danter & Bowman

Useful information for the public

Organisation:	Contact details:
Police (non-emergency)	101
Fire & Rescue (non-emergency)	01452 888 777
County Council Social Care (emergency out of hours 16.45 – 08.45)	01452 614194
Gloucestershire Highways	08000 514 514
Environment Agency www.gov.uk/government/organisations/environment-agency	General: 08708 506506 Floodline: 0845 988 1188
National Flood Forum www.floodforum.org.uk	01299 403055
Association of British Insurers www.abi.org.uk/products-and-issues/topics-and-issues/flooding/	02076 003333
NHS Direct www.111.nhs.uk/	111
Gas leaks	0800 111999
Electricity faults	08457 331331
Gas Distributor – Wales & West Utilities https://www.wvutilities.co.uk/in-your-area/	0800 912 2999
Power Cuts – Western Power Distribution https://powercuts.nationalgrid.co.uk/tweets	0800 678 105
Severn Trent Water https://www.stwater.co.uk/in-my-area/incidents/	0800 783 4444

Household Emergency Kit

It is recommended that you consider preparing this kit for any emergency that may affect your home.

Use the check list below to ensure you have all the items you are likely to need if you are affected by flooding.

- Torch
- Batteries
- Portable radio (wind-up preferable)
- Mobile phone
- First aid kit with essential prescription / medication / repeat prescription form
- Bottled water (check use-by date)
- Non-perishable food items (including energy or cereal bars)
- Blankets, warm clothes
- Wash kit and essential toiletries (including toilet paper, wet wipes and antibacterial wipes)
- Children's essentials (milk, baby food, sterilised bottle and spoons, nappies, wipes, nappy bags, clothing, comforter, teddy or favourite toy)
- Insurance documents, other important documents
- Insurance emergency helpline, local council and emergency services numbers, local radio frequencies
- Camera to record damage for insurance purposes
- Emergency cash
- Additional items for flood kit; Wellington boots, waterproof clothing, rubber gloves

Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
300 Play Parks						
4590 Projects	5,000	5,150	0	0	0	0
4600 Maintenance - Derek Graham	2,123	2,187	0	0	0	0
4610 Maintenance - Mitton	1,061	1,093	0	0	0	0
4620 Maintenance - Warwick Place	1,592	1,640	0	0	0	0
4630 Annual Playground Inspection	1,592	1,640	0	0	0	0
Total Overhead Expenditure	11,368	11,710	0	0	0	0
Net Income over Expenditure	(11,368)	(11,710)	0	0	0	0
310 Spring Gardens						
4450 Maintenance	3,183	3,278	0	0	0	0
4550 Water	2,913	3,000	0	0	0	0
4560 Electric	3,190	3,286	0	0	0	0
4590 Projects	2,123	2,187	0	0	0	0
Total Overhead Expenditure	11,409	11,751	0	0	0	0
Net Income over Expenditure	(11,409)	(11,751)	0	0	0	0
320 Gloucester Road						
4450 Maintenance	1,857	1,913	0	0	0	0
4550 Water	946	974	0	0	0	0
4560 Electric	2,015	2,075	0	0	0	0
Total Overhead Expenditure	4,818	4,962	0	0	0	0
Net Income over Expenditure	(4,818)	(4,962)	0	0	0	0
330 Cleaning & Consumables						
4700 Cleaning & Maintenance Equip	1,592	1,640	0	0	0	0
4710 Combined Consumables	2,653	2,733	0	0	0	0
4720 Hygiene Contract	1,273	1,311	0	0	0	0
Total Overhead Expenditure	5,518	5,684	0	0	0	0
Net Income over Expenditure	(5,518)	(5,684)	0	0	0	0
340 Outside Spaces						
4750 CCTV	5,000	5,150	0	0	0	0
4755 Tree Maintenance	1,000	1,030	0	0	0	0
4760 Street Furniture & Clock	6,000	6,180	0	0	0	0
4765 EmergencyPlan/Adverse	1,000	1,030	0	0	0	0
4770 Youth Budget	3,500	3,605	0	0	0	0
4775 Insurance - Arrivall	295	304	0	0	0	0
4780 Bus Shelter	3,000	3,090	0	0	0	0
4785 Parish Online	490	505	0	0	0	0
4790 Grass Cutting	3,124	3,218	0	0	0	0
4795 Notice Boards and Swapboxes	2,000	2,060	0	0	0	0
Total Overhead Expenditure	25,409	26,172	0	0	0	0

Continued over page

Forward Budget Detail - By Centre

	<u>Current Year Budget</u>	<u>Next Year Budget</u>	<u>Year 2 Budget</u>	<u>Year 3 Budget</u>	<u>Year 4 Budget</u>	<u>Year 5 Budget</u>
Net Income over Expenditure	<u>(25,409)</u>	<u>(26,172)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Expenditure	<u>58,522</u>	<u>60,279</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(58,522)</u>	<u>(60,279)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
