



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Environment & Amenities Committee meeting

Held at Tewkesbury Town Hall on 10th October 2023 at 6.40pm

Present: Cllrs S Raywood (Chair), J Raywood, C Danter, P Brookes

In attendance: J King (Assistant Town Clerk)

E&A 23/015 To receive apologies for absence

Apologies received from Cllr Szymiak and Cllr Baddams.

E&A 23/016 To record declarations of interest

None received.

E&A 23/017 To consider requests for dispensations

None received.

E&A 23/018 To approve the minutes of the meetings held on 4th July 2023

It was RESOLVED to approve the minutes of the meetings held on 4th July 2023.

Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 23/019 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 – complete - owned by TBC

23/009 Alternative Play Provision – with Cllr Baddams

23/010 Cost of Wetpour for Mitton – awaiting costs for wetpour and alternative

23/010 PPNP Litter Picking – Local residents have been in touch to say they will keep an eye on the park. The Town Council already litter pick the site twice a week and there are sufficient bins for the amount of rubbish. This particular issue was caused by a new resident moving in and packing material becoming loose over the site.

E&A 23/020 Public participation

There was no public participation.

E&A 23/021 To receive correspondence relating to the Environment & Amenities Committee

The yarn bombing group are preparing Christmas displays to put in the bus shelters.

A member of the public requested a bin at the other end of Gravel Walk, however the issue isn't lack of bins, it is people not picking up the dog waste.

Issues were raised about cars parking at Derek Graham. CCTV was requested, but this is not possible at this location and the issue has been reported to the PCSOs.



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A request to put up A4 posters was received from U3A. The committee approved this request as they are a community group.

A number of questions were received from a member of the public regarding the youth budget, the work programme, the draft budget and the budget setting process and Parish Online. The Assistant Town Clerk has responded to the questions but given the level of detail requested, they will offer to speak to, or meet with, the individual.

E&A 23/022 To receive the committee budget report (including earmarked reserves)

The budget was received and reviewed.

The Assistant Town Clerk advised that there was £522 that had recently been spent on sand at Mitton to maintain the surface.

High Street Heritage Action Zone funding has been granted for eight new heritage style bins on the High Street and Back of Avon. This purchase order will show on the next accounts, but will show as an overspend until the grant is received.

Only two sessions of the Play Rangers went ahead during the summer due to availability. We now have five booked for the year, so the current commitment is £2725.

E&A 23/023 To review the work programme and agree any actions

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

- Town Hall swap box ready for collection
- Ballast bins have been topped up with pea gravel
- New supply of sandbags at the Town Hall and with councillors closest to the ballast bins
- Work on the Arrivall sculptures has been completed
- Sand has been applied to the artificial surface in Mitton, there were some application issues that have been resolved
- Councillor Danter has kindly agreed to oversee the bulb planting at Warwick Place
- The Vehicle Activated Sign is back out in use in Mitton
- Thank you to all Councillors taking part in the street condition check, this will give us a good idea of priorities to work on over the next year
- Barton Court bench replaced following a car hitting it. Tewkesbury Borough Council had spare bench which has been installed.

It was agreed that the toilet doors at Gloucester Road require a coat of paint. This should be the same burgundy colour as was used at Spring Gardens.

Action: Caretaking team to repaint doors.



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E&A 23/024 To receive updates on Play Areas and agree any actions

i. Refurbishment of Derek Graham Memorial Park

The issues regarding the wetpour and toddler play equipment were discussed. It is important that the current equipment is refurbished and does not deteriorate beyond repair, as it is still sound.

The wetpour has come away from around the carousel and the toddler play equipment is rusting and the nets need replacing.

It was RESOLVED to carry out the above project work at Derek Graham at a cost of £3219.31. Proposed by Cllr J Raywood, seconded by Cllr Danter.

ii. Replacement bench at Warwick Place at a cost of £394 + delivery

It was RESOLVED to replace the bench at Warwick Place with a Keyston metal bench at a cost of £394 plus delivery.

Proposed by Cllr J Raywood, seconded by Cllr Brookes.

The Play Rangers are returning to the Vineyards on Wednesday 1st November.

E&A 23/025 To receive an update on the vandalism issues at Spring Gardens

We have received three letters of apology from the three individuals carrying out the restorative justice programme.

There was an incident with the door to the storeroom being kicked to try to gain entry. Entry was not achieved, but the door was bent in the process. Reported to the police – they are taking no further action as the individuals are not known. Healthmatic to look at when out to fix the locks previously damaged by vandalism.

E&A 23/026 To agree next steps for the repair / replacement of the Gupshill bus shelter

Two quotes have been received to repair the roof at the Gupshill Bus Shelter, both have been in the region of £2300. Delegated authority was only given up to £1000. Committee to choose whether to replace the roof or go for matched funding and replace the whole bus shelter. Total cost would be in the region of £7500, potential cost to the Town Council £3750.

Concerns were raised about the safety of the bus shelter as you cannot see inside it.

It was RESOLVED to apply for matched funding to replace the Gupshill Bus Shelter, together with approving the matched funding up to £3750
Proposed by Cllr J Raywood, seconded by Cllr Danter.

Action: Advise Tewkesbury Borough Council of intention to replace bus shelter.



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E&A 23/027 To agree the emergency / winter plan and any additional updates

The draft emergency plan has been circulated to Councillors for discussion and no further feedback has been received.

It was RESOLVED to approve the updated emergency plan.
Proposed by Cllr J Raywood, seconded by Cllr Brookes.

Note that it will need updating when analogue lines are phased out.

Action: Cllr Brookes to try out accessing the building via the emergency plan notes to ensure accuracy.

E&A 23/028 To consider and agree the draft budget for 2024/25

The draft budget was considered and the following changes agreed:

- 300/4630 Annual Playground Inspection decreased to £1550
- 300/4550 SG Water decreased to £2000
- 310/4560 SG Electric decreased to £2000
- 310/4590 Toilet block projects held at £2000
- 320/4560 GR Electric decreased to £1500
- 330/4700 Cleaning & maintenance equipment decreased to £1500
- 340/4750 CCTV held at £5000
- 340/4755 Tree maintenance decreased to £750
- 340/4760 Street furniture held at £6000
- 340/4765 Emergency plan held at £1000
- 340/4770 Youth budget held at £3500
- 340/4780 Bus shelter held at £3000
- 340/4790 Grass cutting decreased to actual cost £2500
- 340/4795 Noticeboards decreased to £1000

Utility bills have stabilised compared to when predictions were made, so reductions have been possible. All noticeboards in the parish have been replaced so the budget is now for maintenance rather than replacement. 3% increase was not required on a number of items and the small reductions add up to a saving of £2622 in Outside Spaces budget.

It was RESOLVED to approve the draft budget as detailed above.
Proposed by Cllr J Raywood, seconded by Cllr Brookes.

The meeting closed at 7.55pm

Next meeting: 2nd January 2024 at 6pm

Signature of Chairman upon approval of the minutes 2nd January 2024