


**TEWKESBURY TOWN COUNCIL
ENVIRONMENT & AMENITIES COMMITTEE
TUESDAY 28TH JANUARY 2025**

To: Members of Environment & Amenities Committee: Councillors S. Raywood (Chairman), J. Raywood, M. Sztymiak, 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 28th January 2025 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
21st January 2025

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 15th October 2024
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 & agree any actions
11. To note the replacement of the gate at Mitton Play Area at a cost of £1755.20 due to health & safety requirements
12. To agree any replacement bins required following the annual condition report survey for street furniture
13. To consider and agree the adoption of the defibrillator in Prior's Park
14. To agree next steps regarding changes to GCC grass cutting schedule
15. To agree a request for a swap box in Newtown at a cost of up to £300
16. To agree the following transfers:
 - i. £3822 from EMR335 Bus Shelters to 340/4780 Bus Shelters
 - ii. £311 from EMR324 Noticeboards to 340/4795 Noticeboards

iii. £1429 from EMR367 Toilet Block Utilities to EMR333 Toilet Block
Projects

17. To agree the payments list



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MINUTES

of the

Environment & Amenities Committee meeting

Held at Tewkesbury Town Hall on 15th October 2024 at 6.00pm

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

In attendance: J King (Deputy Town Clerk)

E&A 24/015 To receive apologies for absence

None received.

E&A 24/016 To record declarations of interest

None received.

E&A 24/017 To consider requests for dispensations

None received.

E&A 24/018 To approve the minutes of the meetings held on 6th August 2024

It was RESOLVED to approve the minutes of the meetings held on 6th August 2024.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 24/019 Matters arising from the minutes – for information only

23/027 Emergency Plan – Being reviewed as part of this meeting.

E&A 24/020 Public participation

There was no public participation.

E&A 24/021 To receive correspondence relating to the Environment & Amenities Committee

Correspondence has been received regarding flooding at Cotswold Garden, this has been referred to the County and Borough Councils as it falls outside our jurisdiction.

A request has also been made for a bin on Red Lane, following Tewkesbury Borough Council putting a padlock on the main bin at Red Lane which is for the use of boats. A request has been made to Ubico as to whether a bin at this location would be acceptable.

E&A 24/022 To receive the committee budget report (including earmarked reserves)

The budget was received and reviewed.

E&A 24/023 To review the work programme and agree any actions

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

- Damage from the Mop Fair at Spring Gardens toilets – **Action:** Town Clerk is referring to the organisers
- Issue with Speedwatch camera – VAS will only be installed.



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- Bin collapsed next to High Street / Smiths Lane, so replacement for Anglo-American Garden was used to replace.
- CCTV water damage on Back of Avon has been repaired.
- Replacement lettering has been received for the noticeboard in Prior's Park.
- Arrivall inspection and repairs have taken place.
- Toddler swing replacement has arrived to be installed at Warwick Place.
- Mitton swap box has been installed.
- Street furniture inspection list has been circulated to all Councillors.
- Severn Ham noticeboard glass has been damaged by fly posting. Options to fix being investigated.
- Play Rangers report for summer 2024 has been received.

It was RESOLVED to approve six play rangers sessions for 2025/26. Three sessions in the summer holidays and one each in October half term, February half term and at Easter. Proposed by Cllr Danter, seconded by Cllr J Raywood.

E&A 24/024 To agree to repair four benches with missing slats at a cost of £488

It was RESOLVED to repair four benches with missing slats at a cost of £488. Proposed by Cllr Sztymiak, seconded by Cllr Danter.

E&A 24/025 To receive updates on Play Areas and agree any actions

The Land Registry documents for Derek Graham have been submitted.

Request has been received to investigate noise reduction for the goal posts at Derek Graham, looking at the possibility with our Grounds Contractor.

Matting at Warwick Place under carousel and one climbing frame needs to be replaced. Will be actioned under health & safety.

There is damage to the wetpour around the carousel at Derek Graham. Will be actioned under health & safety.

Inspection visit made to Mitton Play Area – surface is in good condition, currently no sand required in Spring 2025.

E&A 24/026 To receive an update on the bus shelters and agree any actions

No update has been received regarding the matched funding for Gupshill, or the request made to GCC for permission to install a bus shelter on Shannon Way.

E&A 24/027 To consider a request for an additional litter bin at a cost of £300 at Mowbray Avenue bus stop on A38

It was RESOLVED to install a litter bin at a cost of £300 at Mowbray Avenue bus stop. Proposed by Cllr J Raywood, seconded by Cllr Sztymiak.



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E&A 24/028 To consider and agree replacement heritage bins for Anglo-American Remembrance Garden and Post Office Lane at a cost of £450 each
It was RESOLVED to approve the purchase of the two heritage bins at a total cost of £900. Proposed by Cllr Danter, seconded by Cllr Sztymiak.

E&A 24/029 To consider and agree the draft budget for 2025/26
The draft budget keeps within a 4% inflation increase but makes provision for £5000 in order to replace the doors at Gloucester Road toilets.
It was RESOLVED to agree the draft budget for 2025/26.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 24/030 To discuss and agree any actions regarding the recent floods and impact on the Town Council's emergency plan
The recent floods were discussed and the issue that this was flash flooding rather than river flooding and affected different people to usual. No update to the emergency plan is required. The ballast bins were well used but it was felt that signage on each bin could be clearer, as sandbags with pea gravel in must be used with plastic sheets not as a stand-alone solution.
Apparently sandbags to not degrade if not exposed to sunlight, so experiment to take place by putting five in the cellar to confirm if this is true. Would enable people to store them and reuse if correct.
Encourage those with blocked drains to report via Fix My Street, as this gets the quickest resolution.

Actions:

- Signs for ballast bins.
- Experiment with degradation of sandbags in cellar.
- Cllr Sztymiak to set up WhatsApp group for Cllr communication during floods.
- Circulate and display Government research invitation into flooding.
- Ask Cllrs if any would like to become flood wardens.

E&A 24/031 To agree the payments list
It was RESOLVED to agree the payments list totalling £ 8,390.64.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

The meeting closed at 6.53 pm

Next meeting: 28th January 2025.

Signature of Chairman upon approval of the minutes28th January 2025

Detailed Income & Expenditure by Budget Heading 21/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
300 Play Parks						
4590 Projects	1,810	5,150	3,340		3,340	
4600 Maintenance - Derek Graham	12	2,187	2,175		2,175	
4610 Maintenance - Mitton	1,755	1,093	(662)		(662)	
4620 Maintenance - Warwick Place	169	1,640	1,471		1,471	
4630 Annual Playground Inspection	1,500	1,550	50		50	
Play Parks :- Indirect Expenditure	5,246	11,620	6,374	0	6,374	0
Net Expenditure	(5,246)	(11,620)	(6,374)			
310 Spring Gardens						
4450 Maintenance	870	3,278	2,408		2,408	
4550 Water	(322)	2,000	2,322		2,322	
4560 Electric	973	2,000	1,027		1,027	
4590 Projects	0	2,000	2,000		2,000	
Spring Gardens :- Indirect Expenditure	1,521	9,278	7,757	0	7,757	0
Net Expenditure	(1,521)	(9,278)	(7,757)			
320 Gloucester Road						
4450 Maintenance	5	1,913	1,908		1,908	
4550 Water	207	974	767		767	
4560 Electric	341	1,500	1,159		1,159	
Gloucester Road :- Indirect Expenditure	553	4,387	3,834	0	3,834	0
Net Expenditure	(553)	(4,387)	(3,834)			
330 Cleaning & Consumables						
4700 Cleaning & Maintenance Equip	149	1,500	1,351		1,351	
4710 Combined Consumables	2,514	2,733	219		219	
4720 Hygiene Contract	1,408	1,311	(97)		(97)	
Cleaning & Consumables :- Indirect Expenditure	4,071	5,544	1,473	0	1,473	0
Net Expenditure	(4,071)	(5,544)	(1,473)			
340 Outside Spaces						
4750 CCTV	5,093	5,000	(93)		(93)	
4755 Tree Maintenance	0	750	750		750	
4760 Street Furniture & Clock	4,947	6,000	1,053	245	808	
4765 EmergencyPlan/Adverse Weather	1,857	1,000	(857)		(857)	1,500

Detailed Income & Expenditure by Budget Heading 21/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4770 Youth Budget	3,480	3,500	20		20	
4775 Insurance - Arrivall	0	300	300		300	
4780 Bus Shelter	6,822	3,000	(3,822)		(3,822)	
4785 Parish Online	450	500	50		50	
4790 Grass Cutting	1,582	2,500	918		918	
4795 Notice Boards and Swapboxes	981	1,000	19	340	(321)	
Outside Spaces :- Indirect Expenditure	25,212	23,550	(1,662)	585	(2,247)	1,500
Net Expenditure	(25,212)	(23,550)	1,662			
6000 plus Transfer from EMR	1,500	0	(1,500)			
Movement to/(from) Gen Reserve	(23,712)	(23,550)	162			
Grand Totals:- Income	0	0	0			
Expenditure	36,603	54,379	17,776	585	17,191	
Net Income over Expenditure	(36,603)	(54,379)	(17,776)			
plus Transfer from EMR	1,500	0	(1,500)			
Movement to/(from) Gen Reserve	(35,103)	(54,379)	(19,276)			

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR BUILD 64 BS Maintenance	66,935.00		66,935.00
321 EMR BUILD Town Hall Gardens	250.00		250.00
322 EMR MOOR Prior's Court	19,894.23	-19,894.23	0.00
324 EMR E&A Noticeboards & Swapbox	1,708.00		1,708.00
325 EMR E&A Playground Projects	24,003.00		24,003.00
326 EMR E&A Youth	4,105.00		4,105.00
328 EMR BUILD War Memorial	7,875.73		7,875.73
329 EMR SH Severn Ham	34,133.00		34,133.00
330 EMR E&A CCTV	4,125.00		4,125.00
331 EMR E&A Tree Maintenance	5,650.00		5,650.00
332 EMR E&A Street Furniture	6,014.00		6,014.00
333 EMR E&A Toilet Block Project	13,145.00		13,145.00
335 EMR E&A Bus Shelters	10,773.25		10,773.25
336 EMR FIN Regalia	209.00		209.00
337 EMR FIN Website	2,520.00		2,520.00
338 EMR FIN Professional Fees	5,237.00		5,237.00
339 EMR FIN Legal	17,467.00		17,467.00
340 EMR FIN Elections	5,000.00		5,000.00
341 EMR FIN Tourism & Marketing	1,757.00		1,757.00
342 EMR FIN Newsletter	2,148.00		2,148.00
343 EMR SH Weeding	22,679.00		22,679.00
344 EMR SH Severn Ham Tree Maint	8,000.00	-3,750.00	4,250.00
345 EMR SH Hay Sowing Project	8,675.00		8,675.00
346 EMR SH Footpath Repairs	3,253.00		3,253.00
349 EMR MOOR Projects	14,051.00	19,894.23	33,945.23
350 EMR BUILD Watson Hall Lease *	20,000.00		20,000.00
351 EMR BUILD 64 BS Grant Income	144,321.00	-144,321.00	0.00
354 EMR BUILD TH Maintenance	18,029.00		18,029.00
355 EMR BUILD WH Projects	19,319.00		19,319.00
356 EMR BUILD WH Bar Equipment	2,062.00		2,062.00
357 EMR BUILD 64 BS Projects	11,219.00		11,219.00
359 EMR PLA Community Devel Planni	5,856.00		5,856.00
360 EMR BUILD TH Projects	33,362.00		33,362.00
361 EMR FIN Community Grants	600.00		600.00
362 EMR FIN Tewkes Live Music Fest	2,199.00	-2,199.00	0.00
364 EMR Buildings Fundraising	720.00		720.00
365 EMR FIN Events and Services	2,439.00		2,439.00
366 EMR BUILD TH Equipment	870.00		870.00
367 EMR E&A Toilet Block Utilities	1,429.00		1,429.00
369 EMR STA Training	2,087.00		2,087.00
370 EMR PLA CIL	2,252.00		2,252.00
371 EMR PLA Planning Consultancy	1,415.00		1,415.00
372 EMR STA Professional Fees	3,792.00		3,792.00
373 EMR E&A Defibrillators	1,500.00	-1,500.00	0.00
375 EMR BUILD WH Go Fund Me	76.00		76.00
	<u>563,154.21</u>	<u>-151,770.00</u>	<u>411,384.21</u>

Environment & Amenities Work Programme

Public Conveniences

Action	Status	Comments
Replace road side doors at Spring Gardens	Closed	Approved by Full Council in March 2022. Order placed. Doors finished November 2022
Mural to go on side of Spring Gardens	Closed	Completed November 2022
Baby change unit at Spring Gardens needs replacing	Open	Monitoring vandalism issues before replacing. Unit has been removed due to health & safety.
Repaint doors at Gloucester Road uniform colour	Closed	Completed November 2023
New doors for Gloucester Road	Open	Put on budget in Autumn 2024 for 2025/26 financial year
Toilet roll holders at Gloucester Road replaced due to theft	Closed	Anti theft holders put in.
Replacement meter cupboard at Spring Gardens	Open	Luke to carry out works to replace
Mop Fair toilet damage	Open	Town Clerk speaking to Mop Fair organisers

Play Areas

Action	Status	Comments
Request of ideas for next steps at Derek Graham	Open	Attended Newtown residents meeting in January 2024, DG being registered with Land Registry. Kompan visited site in December 2024. Top three requests, more seating, more trees, role play items
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	Closed	Completed October 2023
Toddler Play area refurbishment	Closed	Order placed with Greenfields, November 2023, completed Spring 2024
Replacement of bearing at Mitton Play Area	Closed	Order placed with Greenfields, completed April 2024
Replacement bench at Warwick Place	Closed	Completed December 2023
Damaged matting to be replaced at Warwick Place	Open	
Swing to be replaced at Warwick Place	Closed	Completed November 2024
Wetpour to be repaired at Derek Graham	Open	Greenfields instructed - December 2024
Gate at Mitton to be replaced - health & safety issue	Open	Greenfields instructed - December 2024

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	Relocation of camera in SG complete
Assess need for future CCTV	Closed	With GCC & TBC re: tree reduction took place. Long term, may need to consider relocation of cameras.
Tree interference on Oldbury Road	Closed	

Bins

Action	Status	Comments
New bin for Northway Lane	Closed	Installed October 2023
Bin being moved from Station Rd car park to end of cycleway	Closed	Completed Autumn 2023
New bin for Manor Place	Closed	Installed April 2023
HSHAZ funding obtained to replace 8 bins on High Street and surrounding area	Closed	Delivered November 2023, all installed and refund requested

New bin request - Morrisons bus shelter	Closed	Approved March 2024, ordered March 2024
New bin request - Courtney Close	Closed	Approved March 2024, ordered March 2024
Replacement bins - Anglo American	Open	Ordered November 2024
Vandalised bin - Church Street	Closed	Replacement approved by Chair - ordered May 2024
Bin collapsed - High Street next to Smiths Lane	Closed	Bin for AA garden used to replace as more prominent in Town
New bin request - Mowbray Avenue bus stop	Open	Approved by TBC / Ubico - on order
Replacement bin request - Post Office Lane	Open	On order
Bus Shelters		
Action	Status	Comments
Bus shelter cleaning	Closed	New provider instructed for 2023/2024 - 3 times a year clean
Bus shelter for Odessa	Closed	50:50 grant given - order placed. Installed 19th June 2023
Odessa bus shelter hit by stagecoach bus - bus shelter requires replacement	Closed	Replacement works instructed in April 2024. Install date July 2024
Gupshill bus shelter replacement	Open	50:50 matched funding request submitted. Request was 'lost', resubmitted
Vandalism to glass at Canterbury Leys bus shelter	Closed	Glass replaced under H&S requirement
Request for Ashchurch industrial estate bus shelter	Open	Sent to GCC for consideration
Benches		
Action	Status	Comments
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 Summer 2024 due to wet Spring weather delaying start.
Bench on High Street hit by delivery van	Closed	Repairs being made and liability has been accepted. Completed May 2024
Replacement of missing and damaged slats to benches	Closed	Repairs to 4 benches made in November 2024
Noticeboards		
Action	Status	Comments
Bishops Walk Noticeboard	Closed	Board has been replaced, keys now with the Town Council
Options for Mitton noticeboard	Closed	Installed December 2022
Options for Newtown noticeboard	Closed	Highways have given permission. Purchase in 2023/24 financial year, installed May 2023
Request for new noticeboard at Spring Gardens	Closed	Approved March 2024, installed April 2024
Noticeboard lettering for Prior's Park noticeboard	Closed	Ordered August 2024, installed November 2024
Damage to Severn Ham noticeboard 'glass'	Open	Two replacement panels ordered December 2024
Emergency Planning/Adverse Weather Planning		
Action	Status	Comments
Emergency Plan Working Group Formulated to produce new Plan.	Closed	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 & September 2024
Signs for ballast bins on how to use sandbags	Closed	Installed November 2024
Filled sandbags in cellar to check degradation	Open	To check in October 2025

Councillor WhatsApp group set up for adverse weather	Closed	Cllr Sztymiak set up WhatsApp group for those interested
Other		
Action	Status	Comments
Youth Services - Holiday playscheme	Open	Six sessions booked for 2025/26
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	Request for box made by Newtown, location found. Committee to approve
Water fountain for Spring Gardens	Closed	HSHAZ funding granted, installed March 2023
Gum sticker campaign with TBC	Closed	Meeting with TBC on 9th October, happening November 2023
Tree work - whitebeam on Back of Avon	Closed	Planning permission given November 2023, work carried out in December 2023
Street furniture condition inspection 2023	Closed	Completed bin and dog waste replacements approved by committee
Arrivall sculpture inspections	Closed	Inspection completed Aug 2024 - small amount of works required - instructed and completed Sept 2024
Street furniture condition inspection 2024	Open	Lists circulated to Cllrs - October 2024

Additional information for Environment & Amenities Committee – January 2025

Prior's Park Defibrillator

Is currently not operational. It is a hard wearing, top of the range defib (Cardiac Science G5).

To get it operational, it will require a new battery (approx. £300) and set of pads (£80)

Ongoing costs would be new pads (when used or every 2 years) and a new battery every two years.

Would also require the box looking at to check it is still heated. It is not known whose electricity supply this runs from.

Noted that the Newtown defib and Stonehills defib will also have these ongoing running costs that will need to be budgeted for.

Derek Graham Refurbishment

Toddler Play was refurbished last summer and the wetpour has been repaired around the carousel.

Feedback from questionnaire was that large scale improvements / encouraging lots more people would not be appreciated by residents and parking is a particular issue.

More seating was the number one request, along with more trees and role play equipment (e.g. Pittville have a pirate ship) for younger children. Requests were also made for more slides and climbing equipment.

Anything added needs to be in keeping with the current park and have a wood theme to it. Kompan are the only large company who provide a wide range of equipment. They have been out to site and provided some advice on where to place new items to be in line with legal requirements.

Suggestions are a seating and role play area for younger children (under 5), with curved seating facing the play equipment to encourage interaction between parents / carers and children. It incorporates rocking and spinning play as well, as there isn't any (other than the carousel) elsewhere in the park.



And then one piece of equipment for older children (5-10) behind the seesaw and the basket swing. There is a choice of three options for this equipment (tractor, airplane or boar) and intention would be to ask Tirlbrook School children what their preference would be.