


**TEWKESBURY TOWN COUNCIL  
ENVIRONMENT & AMENITIES COMMITTEE  
TUESDAY 30<sup>TH</sup> SEPTEMBER 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 30<sup>th</sup> September 2025 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.



Debbie Mason  
Town Clerk  
24<sup>th</sup> September 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 22<sup>nd</sup> July 2025
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 agree the maintenance work to the Arrivall sculptures at a cost of £750
12. To agree the transfer of £26,319 from EMR325 Playground Projects to 300/4590 Play Parks / Projects
13. To agree the transfer of £15,585 from EMR333 Toilet Block Project to 310/4590 Spring Gardens / Projects
14. To agree the transfer of £3,525 from EMR335 Bus Shelters to 340/4780 Outside Spaces / Bus Shelters
15. To consider and agree the next steps for the proposed rain garden at Gloucester Road
16. To note the tree inspections required by the new insurance company
17. To consider and agree the committee budget for 2026/27



**TEWKESBURY TOWN COUNCIL**

**MINUTES**

*of the*

**Environment & Amenities Committee meeting**  
**Held at Tewkesbury Town Hall on 22<sup>nd</sup> July 2025 at 6.00pm**

**Present:** Cllrs S Raywood (Chair), J Raywood & C Danter

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

**E&A 25/001 To receive apologies for absence**  
Apologies received from Cllr Sztymiak.

**E&A 25/002 To record declarations of interest**  
None received.

**E&A 25/003 To consider requests for dispensations**  
None received.

**E&A 25/004 To approve the minutes of the meetings held on 18<sup>th</sup> March 2025**  
It was RESOLVED to approve the minutes of the meetings held on 18<sup>th</sup> March 2025.  
Proposed by Cllr J Raywood, seconded by Cllr Danter.

**E&A 25/005 Matters arising from the minutes – for information only**  
**24/021 Red Lane Bin** – installed – complete.

**E&A 25/006 Public participation**  
There was no public participation.

**E&A 25/007 To receive correspondence relating to the Environment & Amenities Committee**  
Tree issue at Derek Graham – cherry tree split and fell due to unusually dry conditions and a prolific crop.

**E&A 25/008 To receive the committee budget report (including earmarked reserves)**  
The budget was received and reviewed.

A Cllr from Finance Committee asked if the Youth Budget line should be renamed. The Committee feel that Youth Budget is a broad term, which although currently used primarily for Play Rangers, can be used for any future initiatives.

**E&A 25/009 To review the work programme and agree any actions**  
The work programme was reviewed, and the following items were discussed:

- Defibrillator has been installed at Prior's Park Church, registered on The Circuit.
- Bin has been installed at Red Lane
- Replacement bin has been installed at Churchill Grove



## TEWKESBURY TOWN COUNCIL

- Cllr Smith has taken over chasing VAS issues
- Issue with dog waste being thrown at a property in Perry Hill as bin not locking. Replacement bin has been ordered.
- Swap box has been installed in Newtown.
- Vandalism at Spring Gardens - £575 to repair into usable condition, full replacement would have been £12,000. CCTV footage given to the police and they have identified the young people involved. Member of staff also received verbal abuse when they confronted them, reported to the police. Police have identified the individuals in the footage, four young people aged 12-14.
- Stonehills swap box is going to need a base to hold it securely.
- Vandalised bin that was thrown in the river has not been possible to recover. Heritage bin to be replaced under delegated authority.
- Bin in Stonehills (near Abbey Meadow) has been stolen. Was one of the last old style round black bins. To be replaced with a mixed waste bin under delegated authority.
- Licence has been agreed for the Gravel Walk swap box.
- Bin has been requested next to the bus stop on Barton Street. GCC Highways have been approached regarding the location and the width of the street.

A request made to replace bike racks on Back of Avon, as TBC wish to remove. It was RESOLVED to replace the two hoops at a cost of £40 each plus installation costs. Proposed by Cllr J Raywood, seconded by Cllr Danter.

**E&A 25/010 To approve the replacement of the bus shelter at Gupshill at a cost of £5764.25 (with matched funding from GCC)**

It was RESOLVED to approve the replacement of the bus shelter. Proposed by Cllr J Raywood, seconded by Cllr Danter.

**E&A 25/011 To approve the new toilet doors at Gloucester Road at a cost of £20,585**

It was RESOLVED to approve the new toilet doors. Proposed by Cllr Danter, seconded by Cllr J Raywood.

**E&A 25/012 To receive updates on play areas & agree any actions**

- Deputy Town Clerk has visited all parks and a large number of minor outstanding items have been closed.
- Issue with surface under swings at Mitton – options being investigated, roots for tree are creating issues. Talk to the school about removing it and replacing it with a new tree.
- Paw prints have been replaced at Mitton
- New belt swing installed at Derek Graham



## TEWKESBURY TOWN COUNCIL

**E&A 25/013 To review quotations and select the contractor to provide and install the new play equipment at Derek Graham up to a cost of £34,000**

The quotations were discussed, together with the merits of the two comparable schemes which met the brief from Kompan and Outdoor Play UK.

It was RESOLVED to award the contract to Kompan at a cost of £31,674.99.  
Proposed by Cllr Danter, seconded by Cllr J Raywood.

**E&A 25/014 To note the pollarding of trees at Prior's Court at a cost of £300**

The pollarding of the trees was noted.

**Action:** Ask Matt Hale to review all Town Council trees and advise on any work required.

**E&A 25/015 To agree the updated noticeboard policy**

It was RESOLVED to approve the updated noticeboard policy.  
Proposed by Cllr J Raywood, seconded by Cllr Danter.

**E&A 25/016 To agree any changes to the memorial bench policy**

It was noted that there were no changes to the memorial bench policy.

**E&A 25/017 To agree any next steps regarding changes to GCC cutting schedule**

A meeting took place between Town Council and GCC officers on 15<sup>th</sup> July and additional information was requested. Discussions are currently ongoing between Gloucestershire County Council and Tewkesbury Borough Council regarding grass cutting arrangements.

**E&A 25/018 To consider a request for rain gardens in Tewkesbury**

Gloucestershire Wildlife Trust have been in touch about the second stage of the waterscapes project. Possible location would be the side of the Gloucester Road toilet block, would require permissions from TBC. Clear pipes were suggested so children can see what is happening.

The meeting closed at 7.20 pm

Next meeting: 30<sup>th</sup> September 2025

Signature of Chairman upon approval of the minutes ..... 30<sup>th</sup> September 2025

## Detailed Income &amp; Expenditure by Budget Heading 23/09/2025

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>300 Play Parks</b>						
4590 Projects	0	5,356	5,356	31,675	(26,319)	
4600 Maintenance - Derek Graham	229	2,000	1,771		1,771	
4610 Maintenance - Mitton	110	1,000	890	1,018	(127)	
4620 Maintenance - Warwick Place	6	1,500	1,494		1,494	
4630 Annual Playground Inspection	1,500	1,500	0		0	
Play Parks :- Indirect Expenditure	<b>1,845</b>	<b>11,356</b>	<b>9,511</b>	<b>32,693</b>	<b>(23,182)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,845)</b>	<b>(11,356)</b>	<b>(9,511)</b>			
<b>310 Spring Gardens</b>						
4450 Maintenance	656	3,000	2,344	151	2,193	
4550 Water	77	1,800	1,723		1,723	
4560 Electric	531	1,800	1,269		1,269	
4590 Projects	10,293	5,000	(5,293)	10,293	(15,585)	
Spring Gardens :- Indirect Expenditure	<b>11,556</b>	<b>11,600</b>	<b>45</b>	<b>10,444</b>	<b>(10,399)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(11,556)</b>	<b>(11,600)</b>	<b>(45)</b>			
<b>320 Gloucester Road</b>						
4450 Maintenance	0	1,750	1,750		1,750	
4550 Water	6	900	894		894	
4560 Electric	333	1,300	967		967	
Gloucester Road :- Indirect Expenditure	<b>339</b>	<b>3,950</b>	<b>3,611</b>	<b>0</b>	<b>3,611</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(339)</b>	<b>(3,950)</b>	<b>(3,611)</b>			
<b>330 Cleaning &amp; Consumables</b>						
4700 Cleaning & Maintenance Equip	153	1,500	1,347		1,347	
4710 Combined Consumables	1,044	2,843	1,799		1,799	
4720 Hygiene Contract	1,551	1,465	(86)		(86)	
Cleaning & Consumables :- Indirect Expenditure	<b>2,748</b>	<b>5,808</b>	<b>3,060</b>	<b>0</b>	<b>3,060</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,748)</b>	<b>(5,808)</b>	<b>(3,060)</b>			
<b>340 Outside Spaces</b>						
4745 Defibrillators	141	0	(141)		(141)	
4750 CCTV	3,375	5,000	1,625		1,625	
4755 Tree Maintenance	650	750	100		100	
4760 Street Furniture & Clock	1,733	6,000	4,267	245	4,022	
4765 EmergencyPlan/Adverse Weather	0	1,000	1,000		1,000	

## Detailed Income &amp; Expenditure by Budget Heading 23/09/2025

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4770 Youth Budget	580	3,500	2,920		2,920	
4775 Insurance - Arrivall	0	300	300		300	
4780 Bus Shelter	750	3,000	2,250	10,405	(8,155)	
4785 Parish Online	450	500	50		50	
4790 Grass Cutting	1,055	2,500	1,445		1,445	
4795 Notice Boards and Swapboxes	519	1,000	481		481	
Outside Spaces :- Indirect Expenditure	<u>9,253</u>	<u>23,550</u>	<u>14,297</u>	<u>10,650</u>	<u>3,648</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(9,253)</u>	<u>(23,550)</u>	<u>(14,297)</u>			
Grand Totals:- Income	0	0	0			
Expenditure	25,741	56,264	30,523	53,786	(23,263)	
<b>Net Income over Expenditure</b>	<u>(25,741)</u>	<u>(56,264)</u>	<u>(30,523)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>(25,741)</u>	<u>(56,264)</u>	<u>(30,523)</u>			

## Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR BUILD 64 BS Maintenance	87,693.00		87,693.00
321	EMR BUILD Town Hall Gardens	250.00		250.00
324	EMR E&A Noticeboards & Swapbox	1,387.00		1,387.00
325	EMR E&A Playground Projects	29,941.00		29,941.00
326	EMR E&A Youth	4,105.00		4,105.00
328	EMR BUILD War Memorial	8,875.73		8,875.73
329	EMR SH Severn Ham	41,163.00		41,163.00
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	6,521.00		6,521.00
333	EMR E&A Toilet Block Project	25,626.00		25,626.00
335	EMR E&A Bus Shelters	6,951.25		6,951.25
336	EMR FIN Regalia	209.00		209.00
337	EMR FIN Website	2,787.00		2,787.00
338	EMR FIN Professional Fees	5,237.00		5,237.00
339	EMR FIN Legal	16,362.00		16,362.00
340	EMR FIN Elections	6,000.00		6,000.00
341	EMR FIN Tourism & Marketing	2,117.00		2,117.00
342	EMR FIN Newsletter	2,148.00		2,148.00
343	EMR SH Weeding	24,163.00		24,163.00
344	EMR SH Severn Ham Tree Maint	4,250.00		4,250.00
345	EMR SH Hay Sowing Project	8,675.00		8,675.00
346	EMR SH Footpath Repairs	5,253.00		5,253.00
349	EMR MOOR Projects	44,340.23		44,340.23
350	EMR BUILD Watson Hall Lease *	19,250.00		19,250.00
351	EMR BUILD 64 BS Grant Income	9,461.00	-9,461.00	0.00
354	EMR BUILD TH Maintenance	22,360.00		22,360.00
355	EMR BUILD WH Projects	18,876.00	-3,033.00	15,843.00
356	EMR BUILD WH Bar Equipment	2,163.00		2,163.00
357	EMR BUILD 64 BS Projects	7,662.00		7,662.00
359	EMR PLA Community Devel Planni	6,856.00		6,856.00
360	EMR BUILD TH Projects	53,362.00		53,362.00
362	EMR FIN Tewkes Live Music Fest	21,775.00	-21,775.00	0.00
365	EMR FIN Events and Services	4,433.00		4,433.00
366	EMR BUILD TH Equipment	870.00		870.00
369	EMR STA Training	736.00		736.00
370	EMR PLA CIL	2,252.00		2,252.00
371	EMR PLA Planning Consultancy	6,415.00		6,415.00
372	EMR STA Professional Fees	5,501.00		5,501.00
375	EMR BUILD WH Go Fund Me	76.00		76.00
376	BUILD 64 BS Health & Safety	825.00		825.00
377	EMR BUILD TH Accessibility	12,485.00		12,485.00
378	EMR FIN IT	2,481.00		2,481.00
379	EMR WH Equipment	1,473.00		1,473.00
		<u>543,141.21</u>	<u>-34,269.00</u>	<u>508,872.21</u>

Environment & Amenities Work Programme			
Public Conveniences			
Action	Status	Comments	
Baby change unit at Spring Gardens needs replacing	Open	Monitoring vandalism issues before replacing. Unit has been removed due to health & safety.	
New doors for Gloucester Road	Open	Ordered - install Nov 2025	
Replacement meter cupboard at Spring Gardens	Open	Luke to carry out works to replace	
Rain garden at Gloucester Road	Open	For committee to discuss	
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. Top three requests, more seating, more trees, role play items. Issued on Contracts Finder. Quotes received. Awarded to Kompan - install starts 29th September	
Belt swing to replace at Derek Graham	Closed	Installed June 2025	
Replacement paw prints for Mitton	Closed	Installed June 2025	
Plum tree issue at Derek Graham	Open	Matt Hale attended as tree split & collapsed into resident's garden - works complete June 2025. Collapse due to unusually prolific year and weight, together with unusually dry conditions split the tree. No others at risk, surveyed at time. Further clearance and repair to fence posts required.	
Surface under swings at Mitton	Open	Surface is worn, looking at options, complicated due to cherry tree roots growing under swings from school next door. Hole appeared in surface, Greenfields instructed to repair with wetpour on top of surface. No impact to tree.	
CCTV			
Action	Status	Comments	
Bins			
Action	Status	Comments	
Replacement bin - Churchill Grove	Closed	Ordered May 25, Installed July 25	
New bin - Red Lane	Closed	Ordered May 25, Installed July 25	
Dog waste bin - Perry Hill	Closed	Ordered June 25 - resident having dog waste from the bin thrown at house, does not lock, replaced Summer 2025	
Back of Avon bin in river	Closed	ANT unable to retrieve bin - new bin ordered and installed - August 2025	
Stonehills - stolen bin	Open	On order - expected September 2025	
Bus Shelters			
Action	Status	Comments	



Bus shelter cleaning	Closed	New provider instructed for 2023/2024 - 3 times a year clean
Gupshill bus shelter replacement	Open	Matched funding granted - June 2025. Updated quote from Externiture received - install November 2025
<b>Benches</b>		
<b>Action</b>	<b>Status</b>	<b>Comments</b>
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.
<b>Noticeboards</b>		
<b>Action</b>	<b>Status</b>	<b>Comments</b>
<b>Emergency Planning/Adverse Weather Planning</b>		
<b>Action</b>	<b>Status</b>	<b>Comments</b>
Filled sandbags in cellar to check degradation	Open	To check in October 2025
Meeting with TBC emergency planning	Open	Held in May 2025, to be held every six months - consider sandbag strategy
<b>Defibrillators</b>		
<b>Action</b>	<b>Status</b>	<b>Comments</b>
Adoption of Prior's Park defib	Closed	Prior's Park church agreed to host, Bromford to install, replacement batteries and pads paid for by grant from Cllr Cody - Installed June 25
<b>Other</b>		
<b>Action</b>	<b>Status</b>	<b>Comments</b>
Youth Services - Holiday playscheme	Open	Six sessions booked for 2025/26. Licence from October 2025 granted - awaiting paperwork
Swap box - Newtown	Closed	Installed at Boys' Brigade
Speedwatch posts	Open	With Cllr Smith to chase installation re: electricity supply
Swap box - Stonehills	Open	With Cllr Cody
Swap box - Gravel Walk	Closed	Being made by Shed Project, draft licence agreement with owner, installed September 2025
Tree pollarding - Prior's Court	Closed	E&A hold tree budget for the Town - work required at Prior's Court at a cost £300. works complete
Tree survey - Town	Open	Jim Unwin instructed - required by new insurance company.

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
300	Play Parks						
4590	Projects	5,356	8,320	0	0	0	0
4600	Maintenance - Derek Graham	2,000	1,500	0	0	0	0
4610	Maintenance - Mitton	1,000	1,500	0	0	0	0
4620	Maintenance - Warwick Place	1,500	1,500	0	0	0	0
4630	Annual Playground Inspection	1,500	1,500	0	0	0	0
	Total Overhead Expenditure	11,356	14,320	0	0	0	0
	Net Income over Expenditure	(11,356)	(14,320)	0	0	0	0
310	Spring Gardens						
4450	Maintenance	3,000	3,000	0	0	0	0
4550	Water	1,800	1,800	0	0	0	0
4560	Electric	1,800	1,800	0	0	0	0
4590	Projects	5,000	2,000	0	0	0	0
	Total Overhead Expenditure	11,600	8,600	0	0	0	0
	Net Income over Expenditure	(11,600)	(8,600)	0	0	0	0
320	Gloucester Road						
4450	Maintenance	1,750	1,750	0	0	0	0
4550	Water	900	900	0	0	0	0
4560	Electric	1,300	1,300	0	0	0	0
	Total Overhead Expenditure	3,950	3,950	0	0	0	0
	Net Income over Expenditure	(3,950)	(3,950)	0	0	0	0
330	Cleaning & Consumables						
4700	Cleaning & Maintenance Equip	1,500	1,350	0	0	0	0
4710	Combined Consumables	2,843	2,843	0	0	0	0
4720	Hygiene Contract	1,465	1,650	0	0	0	0
	Total Overhead Expenditure	5,808	5,843	0	0	0	0
	Net Income over Expenditure	(5,808)	(5,843)	0	0	0	0
340	Outside Spaces						
4745	Defibrillators	0	500	0	0	0	0
4750	CCTV	5,000	5,000	0	0	0	0
4755	Tree Maintenance	750	750	0	0	0	0
4760	Street Furniture & Clock	6,000	6,000	0	0	0	0
4765	EmergencyPlan/Adverse	1,000	1,000	0	0	0	0
4770	Youth Budget	3,500	3,500	0	0	0	0
4775	Insurance - Arrivall	300	300	0	0	0	0
4780	Bus Shelter	3,000	2,500	0	0	0	0
4785	Parish Online	500	500	0	0	0	0
4790	Grass Cutting	2,500	2,500	0	0	0	0
4795	Notice Boards and Swapboxes	1,000	1,000	0	0	0	0
	Total Overhead Expenditure	23,550	23,550	0	0	0	0

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## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Net Income over Expenditure	(23,550)	(23,550)	0	0	0	0
Total Budget Income	0	0	0	0	0	0
Expenditure	56,264	56,263	0	0	0	0
Movement to/(from) Gen Reserve	(56,264)	(56,263)	0	0	0	0