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## DRAFT MINUTES OF THE BUILDING & GROUNDS COMMITTEE HELD ON WEDS 10TH JUNE 2020, 7PM

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**1. Welcome from the Chair of the Committee**

The Chair welcomed everyone to the committee meeting

**2. Attendance of Councillors to be recorded**

Cllrs Sara Stevens (Chair), Wayne Stevens, Tracey Poulton, Debbie Harwood, Louise Gerrard, Chris Evans, Nadia Johns,  
Two members of the public were also in attendance

**3. To receive and record any apologies for absence**

Apologies were received from Cllrs Jason Mills & Charlotte Parry (connection issues)

**4. To record any declarations of interests on matters on the agenda**

No declarations of interest were given

**5. To receive any public representations at the discretion of the Committee Chair**

The Chair welcomed the public in attendance and thanked them for attending. The public did not make any representations but continued to observe the meeting.

**6. To approve the minutes of the Building & Grounds Committee held on 6 May 2020**

The draft minutes of the Building & Grounds Committee held on 6 May 2020 were presented to committee for approval. It was proposed by Cllr L Gerrard, seconded by Cllr C Evans and they were unanimously APPROVED and duly signed by the Chair.

**7. To discuss business relating to the Community Centre**

(a) To note the results of the recent 5 year electrical testing report.

The Clerk gave a update on the 5 year electrical testing of the Community Centre, emergency repairs have been actioned and suggested works to the lights will be investigated and costed and presented as part of the budget setting process for next year.

(b) To discuss a quotation for upgrade of the lift emergency communication system.

The Clerk outlined that these works were recommended but not an urgent requirement and it was agreed that this be fed into the budget setting process for next year.

(c) To receive an update on the removal of fencing at the rear of the community centre .

The Clerk outlined that the fencing would be removed soon and it was AGREED to retain the removed fencing and to try and reuse it to secure other council properties.

## 8. To discuss business relating to Parks and Open Spaces

- (a) To receive an update from the Clerk on maintenance works to the football pitches at Mill Lane and damage to the Fort Play equipment  
The Clerk informed the Committee that works to repair the football pitches were progressing and levelling and reseeding works would take place next week. With regards to the fire damage at the fort, the Clerk informed the Committee that this has been repaired at a cost of £241 (+VAT) . The Committee asked the Clerk to explore whether it would be possible to remove some of the fort walls to make the facility more open and secure and the costs associated with this.
- (b) To approve the establishment of a working party to take forward the improvements at Mill Lane including security measures and play equipment.  
The Committee AGREED to establish a working group to take forward proposals for the improvement of Mill Lane with the Chair, Clerk, Cllr C Evans, Cllr W Stevens, & Cllr T Poulten as members. Interested local residents would also be welcome to participate. The Clerk would circulate Terms of Reference and set up an initial meeting.
- (c) To consider quotations for additional boulders and replacement barriers to improve security at the Mill Lane site.  
The quotation for the supply of 7no, 500kg boulders to be placed next to the carpark and the Clyde Rd entrance to prevent unauthorised access onto the playing field was discussed. It was proposed by Cllr C Evans, seconded by Cllr W Stevens and unanimously AGREED to proceed with the quotation from Greenfields for supply and installation of boulders at a cost of £723 (+VAT). The other elements on the quotation would be considered by the Working Group as part of the wider improvement project.
- (d) To consider the policy/procedure for securing the carpark and quotations for new car park signage.  
The Clerk presented a report to Committee outlining the current situation, considerations and options for locking and unlocking the new carpark barriers and a car parking policy to manage opening times. Following some debate about who could undertake the locking arrangements and the car park opening times it was proposed by Cllr W Stevens, seconded by Cllr C Evans and AGREED to employ a contractor to undertake the locking & unlocking, with the Clerk seeking further quotations that did not lock the Council into a long term arrangement until staff could be appointed. The Clerk was asked to draft a parking policy for circulation on email for comment and approval at the next full council meeting along with appropriate signage.
- (e) To consider a report from the Clerk on developing a policy for the hire and use of public open space and sports pitches  
The Clerk presented a report outlining the issues to be considered when developing a policy to hire sports pitches and outdoor events. The Clerk was asked by Committee to draft a policy and circulate on email for comment, ahead of discussion and approval at the next Committee meeting
- (f) To receive an update from the Clerk about the request from Brockworth Academy to use the Mill Lane Playing Fields  
It was NOTED that the Clerk is awaiting meeting dates from the School in order to

take discussions forward.

- (g) To approve the quotation for undertaking Health & Safety Risk Assessments for Council's outdoor sites

The quotation from Council's Health & Safety advisor Envesca was considered and it was proposed by Cllr C Evans, seconded by Cllr W Stevens and unanimously AGREED to proceed with the work to undertake risk assessments of council outdoor assets and activities at a cost of £295 (+VAT)

**9. To discuss business relating to the Allotments**

- (a) To review and agree rent for 2020/21 for the Allotment Association  
The current rent level is £100 plus VAT (2017 to 2020, rent fixed for 3 years) and Council pay insurance as landowner at a cost of £139 and make a £60 contribution towards weedkilling on the site. It was proposed by Cllr L Gerrard, seconded by Cllr C Evans and unanimously AGREED to charge rent of £100 plus VAT for 2020/21 alongside the normal insurance and weedkilling arrangements.

**10. To discuss business relating to the Burial Ground**

- (a) To note that the new cremated remains area has been constructed  
The Clerk gave an update on the construction of the new cremated remains area which was NOTED
  
- (b) To approve the establishment of a working party to take forward the Cemetery Improvement Plan.  
The Committee AGREED to establish a working group to take forward proposals for the improvement of the Cemetery with the Chair, Clerk, Cllr C Evans, Cllr W Stevens, Cllr D Harwood & Cllr T Poulten as members. Cllrs from other committees and interested local residents with a personal connection with the Cemetery would also be approached to join the working group. The Clerk would circulate Terms of Reference and set up an initial meeting.

**11. To receive any financial reports relating to the work of the committee**

No financial reports were presented to Committee

**12. The date of the next Building & Grounds Committee which will be held on Wednesday 8<sup>th</sup> July 2020 at 7pm online via ZOOM was NOTED**

The Chair closed the meeting at 8.30pm