
MINUTES OF THE BUILDING & GROUNDS COMMITTEE HELD ON WEDS 8TH JULY 2020, 7PM

- 1. Welcome from the Chair of the Committee**
The Chair welcome everyone to the meeting
- 2. Attendance of Councillors to be recorded**
Cllrs Sara Stevens (Chair), Tracey Poulton, Debbie Harwood, Chris Evans, Nadia Johns
Cllr S McNeill attended as a member of the public
- 3. To receive and record any apologies for absence**
Apologies were received from: Cllrs W Stevens, L Gerrard and J Mills
- 4. To record any declarations of interests on matters on the agenda**
No declarations of interest were recorded
- 5. To receive any public representations at the discretion of the Committee Chair**
The Chair agreed to move agenda items 7d (smoking policy) and 7e (cycle provision) to this point of the agenda to enable Cllr McNeill to participate as a member of the public
- 6. To approve the minutes of the Building & Grounds Committee held on 10 June 2020**
The minutes of the Building & Grounds Committee held on 10 June 2020 were proposed by Cllr Evans, seconded by Cllr Harwood and unanimously APPROVED and duly signed by the Chair
- 7. To discuss business relating to the Community Centre**
 - (a) The Building Managers report was NOTED and the Chair thanked staff for their efforts in clearing out of the community centre
 - (b) The Clerk outlined the financial impact of COVID-19 on Community Centre finances which was NOTED
 - (c) The Clerk outlined the purpose of the Community Centre Business Plan Working Group and its proposed Terms of Reference. It was AGREED that the Chair of Building & Grounds, Chair of Finance, Chair of HR, Cllr Harwood and Cllr Evans would be members and the Clerk would arrange a meeting as soon as possible.
 - (d) To consider extending the Community Centre No Smoking Policy to the whole site
Cllr McNeill outlined the declining levels of smoking nationally and Governments Smoke Free agenda and proposed that Council should ban smoking on the site in support of this public health measure. Following some debate the Clerk confirmed that the Committee had made a decision at its meeting on 20 February 2020 to purchase a smoking shelter/awning for use by Community Centre patrons. The Clerk was asked to bring these quotations to the next committee meeting for consideration and to agree a suitable location.
 - (e) To consider improvements to cycle parking provision at the Community Centre
Cllr McNeill asked the committee to consider improving cycle parking provision at

the Community Centre which was generally supported. The Clerk was asked to obtain quotations and to consider suitable locations for cycle parking for consideration at the next committee meeting.

- (f) The Clerk reported that no progress has been made on removing the fencing at the rear of the community centre. The Clerk was asked to obtain alternative quotations for its removal as soon as possible.

8. To discuss business relating to Parks and Open Spaces

- (a) To consider the procedure for securing the carpark and quotations for new car park signage. The Clerk outlined how the trial arrangements have been working and the feedback received. It was AGREED that the carpark would be open to the public from 7.30am to 7.30pm, 7 days a week and that the Clerk would confirm the signage wording via email. The committee considered the quotations for carpark signage and AGREED to use J H Signage for a price of £810 to supply 2 reflective signs, posts and fixings.
- (b) The Clerk outlined the progress made on the development of a policy for the hire and use of public open space and sports pitches and associated fees and charges and was arranging meetings with site users to inform elements of the policy prior to its consideration at the next committee meeting
- (c) The ongoing issue of litter and fly-tipping around the parish was discussed and Councillors felt that signage could be used to try and prevent the issue. The Clerk was asked to obtain quotations for suitable litter signs for consideration at the next committee meeting along with suggested locations that could be targeted.
- (d) The latest play area inspection report was NOTED and the committee AGREED that the Clerk should arrange for the associated issues raised to be fixed as soon as possible.
- (e) The Committee Chair agreed to arrange a suitable date for the Mill Lane Improvement Working Group and to inform the Clerk so interested members of the public could attend.

9. To discuss business relating to the Allotments

- (a) The Clerk had no allotment issues to report

10. To discuss business relating to the Burial Ground

- (a) The Clerk had no burial ground issues to report
- (b) The Committee Chair agreed to arrange a suitable date for the Cemetery Improvement Working Group and to inform the Clerk so that the project could be progressed

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

No financial reports were presented to the committee

12. To consider and approve the draft specification and tender process for a CCTV system to cover various sites in Brockworth

The Clerk outlined the contents of the proposed tender documents, the locations and specification being considered and the overall approach to securing a system. The Clerk would also be discussing the specification with the Police, Highways and District Council to ensure that any system can meet their requirements and the necessary legislative framework. It was proposed by Cllr Poulton, seconded by Cllr John and unanimously APPROVED to proceed with the tender process.

13. To receive a verbal report from the Clerk on any urgent correspondence concerning the work of the committee

The Clerk reported that having undertaken the necessary risk assessments, the Council's play areas had been re-opened for public use from the 8 July with signage indicating how the areas should be used to ensure they are COVID secure.

Urgent tree works were recommended to fell an ash tree at Mill Lane and the Clerk was obtaining quotations for consideration at the next committee

A request has been received to use Mill Lane to host a bootcamp. The Clerk had requested a copy of risk assessment and public liability insurance and that they can trial use of the site until the new hire policy is approved.

The Clerk would be arranging a meeting with local sports clubs to discuss s106 monies for the provision of outdoor sports facilities

14. The date of the next Building & Grounds Committee which will be held on Wednesday 12th August 2020 at 7pm online via ZOOM was NOTED

The meeting closed at 8.20pm