

---

## MINUTES OF THE BUILDING & GROUNDS COMMITTEE HELD ON WEDNESDAY 14<sup>TH</sup> OCTOBER 2020, 7PM ONLINE

---

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

The Chair of Council welcomed everyone to the meeting and explained that the Chair and Vice Chair of Committee had sent their apologies. It was proposed by Cllr Harwood, seconded by Cllr Parry to elect Cllr C Evans as Committee Chair for the meeting, which was unanimously RESOLVED.

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

Cllr Chris Evans (acting Chair), Tracey Poulton, Debbie Harwood, Louise Gerrard, Jason Mills and Charlotte Parry  
The Building Manager was also in attendance

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

Apologies were received from Cllrs Sara Stevens and Wayne Stevens

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

No declarations of interest were made

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

No public representations were received

**6. To approve the minutes of the Building & Grounds Committee held on 9<sup>th</sup> September 2020**

The minutes of the Building and Grounds Committee held on 9<sup>th</sup> September 2020 were proposed by Cllr C Evans, seconded by Cllr Harwood and unanimously APPROVED

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

(a) To note the Building Managers report

The Building Managers report was NOTED along with the recent and planned maintenance work outlined within it as well as the impact of COVID on hire income.

(b) To consider locking up arrangements at the community centre

Following a short discussion it was proposed by Cllr Evans, seconded by Cllr Parry to provide CCTV access to the person responsible for locking up the building and that CCTV policy and access arrangements would be reviewed as part of the new CCTV system.

(c) To receive an update on the Community Centre Working Group

The Community Centre working Group had not meet so there was no update available.

- (d) To consider quotations for erecting a flag pole at the Community Centre  
The committee considered the quotations for flag poles and flags for the community centre and it was proposed by Cllr Evans, seconded by Cllr Harwood to purchase 3 building mounted flag poles and associated flags that could be installed safely ideally in time for Remembrance Day which was unanimously AGREED.
- (e) To consider internal layout and redecoration changes to the youth centre  
Following a short discussion it was agreed to defer this agenda item until plans and costings were available for further consideration by the committee and the building manager would investigate whether a heat alarm would be better suited than the current smoke detector.

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

- (a) To consider the latest play area inspection report and any associated issues.  
The play inspection report was NOTED. The Handy Person would be receiving training on play equipment inspection next week which would allow them to undertake the inspections going forward.
- (b) To review the provision of dog waste and litter bins in Brockworth  
The Clerk circulated the current list of dog waste and litter bin provision in the parish according to our asset register. The Handyperson is currently checking the list for accuracy and condition and this would be deferred to the next committee meeting for further consideration. The budget for new dog and litter bin provision is held by the Planning Committee and will be considered at their next meeting as part the budget setting process.
- (c) To consider quotations for vegetation and boundary clearance at Mill Lane  
One quotation has been received to date and this item would be deferred until three quotations had been received.
- (d) To receive an update on the Mill Lane Improvement Working Group and the phasing of the improvement ideas identified  
The Clerk reported that the working group is due to meet shortly to discuss the phasing and funding of the different elements identified and the Clerk has started to gather quotations and estimates for project and budget planning purposes.

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

- (a) To receive a report from the Clerk on any allotment issues  
The Clerk had no allotment issues to report.  
Cllr Gerrard reported that she had written to Tewkesbury Borough Council to establish the timeframe and process for the transfer of the new allotments from the Perrybrook development to the Parish Council.

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

- (a) To receive a report from the Clerk on any burial ground issues  
The Clerk reported that there were no burial ground issues to report and issues with logs in the brook had reduced following social media posts allowing local residents to utilise the felled logs.
- (b) To receive an update on the Cemetery Improvement Working Group and the phasing of the improvement ideas identified  
The Clerk reported that the working group is due to meet shortly to discuss the phasing and funding of the different elements identified and the Clerk has started to gather quotations and estimates for project and budget planning purposes. Cllr Evans requested that the Clerk explore getting a designer to draw up appropriate

plans.

**11. To consider matters relating to the s106 funding for sports provision in Brockworth**

- (a) To consider a request from Brockworth Albion FC for landowner consent for s106 bids they are planning to submit affecting Mill Lane.

Following a lengthy discussion it was proposed by Cllr Gerrard, seconded by Cllr Poulton to grant conditional landowner consent for the following:

Storage container (no more than 3m x8m) to be located adjacent to the pavilion and boundary for a period of 5 years, subject to review, that it is maintained in a good and safe condition, painted dark green and appropriately shielded from view by planting.

Storage and use of temporary portable floodlights on the site

If the funding bids were approved that the Football Club notify and consult residents prior to installation.

This was AGREED with a majority vote

The football Clubs request that the Parish Council contribute to the weeding, feeding and verti-draining of the pitches at Mill Lane was declined.

- (b) To agree the submission of the parish council bid for s106 funding

Following a short discussion, it was proposed by Cllr Evans, seconded by Cllr Poulton to authorise the Clerk to submit s106 funding applications for pathworks around the Mill Lane site (if limited funding available prioritise path from carpark to school) and for a junior pitch and associated fencing at Pound Farm. This was unanimously AGREED.

**12. To consider drafting a tree management policy and the arrangements for maintenance of trees on council owned land**

This agenda item was deferred to allow the Clerk to undertake further works on a draft policy and to liaise with the Planning Highways and Environment Committee who also have an interest in this area.

**13. To discuss the Skatepark at Mill Lane**

The Clerk was asked to arrange a meeting with Henley Bank School who are responsible for the Skatepark to discuss a number of issues regarding its current condition and future plans for the facility.

**14. To discuss matters relating to the Nature Reserve**

The Clerk reported that the process for extending the current lease is progressing and that future maintenance and improvements would be considered at a future meeting.

**15. To receive an update from the Clerk on the progression of Council's CCTV project**

The Clerk reported that following a meeting with the contractor and Cllrs on site that the contractor has submitted applications for new power supplies to Mill Lane Playing Fields and they would be visiting site next week to look at the trenching requirements.

**16. To consider matters relating to the Committees finances**

- (a) To Consider budget requirements for the work of the committee in 2021/22

The Clerk ran through the draft budget for Buildings (Community Centre) and Grounds highlighting current projections for this financial year and proposed changes to planned income and expenditure, reorganisation of budget lines and

suggested areas for new expenditure. It was proposed by Cllr Gerrard, seconded by Cllr Evans and unanimously AGREED to submit the revised draft to full council for further consideration.

(b) To receive any financial reports relating to the work of the committee

The Committees current expenditure compared to the budget was NOTED

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

The Clerk reported that the hedges at Mill Lane had been trimmed back and that the carpark signage had been erected this week. Litter signage has also arrived and would be erected shortly along with dog fouling signage from Tewkesbury Borough Council which would be installed in alleyways where we have had reports of fouling problems.

The Clerk was in the process of setting up a meeting with the Sport Foundation and Cllrs would be invited to attend via Zoom.

It was NOTED that the HR Committee had approved the recruitment of a weekend Litter Picker and the Clerk would start recruitment shortly.

**18 To confirm the date of the next Building & Grounds Committee which will be held on Wednesday 11<sup>th</sup> November 2020 at 7pm online via ZOOM**

The date of the next Building and Grounds Committee was NOTED and the Chair closed the meeting at 8.45pm.