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## MINUTES OF THE BUILDING & GROUNDS COMMITTEE HELD ON WEDS 9<sup>TH</sup> SEPTEMBER 2020, 7PM ONLINE

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

The Committee Chair welcomed everyone to the meeting
- 2. Attendance of Councillors to be recorded**

The following Councillors were in attendance: Cllrs Sara Stevens (Chair), Wayne Stevens, Tracey Poulton, Debbie Harwood, Louise Gerrard, Chris Evans
- 3. To receive and record any apologies for absence**

Apologies were received from Cllrs Jason Mills and Charlotte Parry
- 4. To record any declarations of interests on matters on the agenda**

No declarations of interests were received
- 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 12<sup>th</sup> August 2020**

The minutes of the Building & Grounds Committee held on 12<sup>th</sup> August were proposed by Cllr S Stevens, seconded by Cllr Gerrard and unanimously APPROVED
- 7. To discuss business relating to the Community Centre**
  - (a) The Building Managers report was NOTED and the Clerk informed the Committee of an urgent boiler repair that was needed (approx. £600) and on the recent government announcement tightening COVID restrictions and the impact this may have on hirers.
  - (b) To receive an update on the Community Centre Working Group.

The Clerk reported that staff were focusing on implementing the Council decision not to re-open the café and a further working group meeting would be arranged to deal with taking forward the other potential changes.
  - (c) To consider revised fees and charges for the hire of the Community Centre  
Following a discussion about the proposed core price list and the level of discretion concerning local community group usage, it was proposed by the Chair, seconded by Cllr Poulton and unanimously APPROVED to publish the core price list.
  - (d) To consider arrangements for the display of community art in the Community Centre Foyer. Following a discussion about the benefits of displaying community art at the Community Centre, the Clerk was asked to develop a process for a rolling programme of art to be displayed.
  - (e) To consider erecting a flag pole at the Community Centre. The Clerk was asked to get prices for floor or building mounted flag poles and associated flags and installation costs for future consideration by the Committee

- (f) To consider quotations for smoking facilities at the Community Centre. The Committee considered quotations for the provision of smoking facilities at the community centre. The Chair proposed not proceeding with any form of smoking shelter and instead providing two cigarette bins, this was seconded by Cllr Evans and unanimously APPROVED to proceed up to £60 each, one for the front of the building and one to the rear.
- (g) To consider quotations for cycle parking provision at the Community Centre  
Quotations for cycle parking provision were considered and it was proposed by the Chair, seconded by Cllr Gerrard and unanimously APPROVED to site a new cycle rack behind the notice board at the front of the building upto £100

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

- (a) To consider the arrangements for football barriers around the main pitch at Mill Lane. The Committee considered the correspondence from the football club outlining the timescales for continued use of the pitches at Mill Lane and the need for the barriers. It was AGREED to continue the current arrangements and review again at the end of the season in May 2021.
- (b) To consider quotations for repair or replacement of the toddler roundabout at Mill Lane. It was proposed by Cllr Gerrard, seconded by Cllr S Stevens and unanimously APPROVED to repair the toddler roundabout at Mill Lane.
- (c) To consider the latest play area inspection report and any associated issues. The latest play area inspection report was NOTED and the issues raised would be monitored. The Clerk is arranging for the Handy Person to undertake training on play equipment inspection so that he could undertake these inspections and minor repairs in the future. Cllr Gerrard asked for play improvements to be considered as part of the forthcoming budget setting process.
- (d) To consider quotations for a replacement dog waste bin at the entrance to the Shell Land. Quotations for a replacement dog waste bin were considered and it was proposed by Cllr Evans, Seconded by Cllr Harwood and unanimously APPROVED to get a like for like replacement at a cost of £250. The Clerk was asked to put a review of litter and dog waste bins locations on a future agenda.
- (e) To consider arrangements for weekend litter picking and the securing of Mill Lane carpark. Following a discussion it was AGREED that the current security company would continue to provide weekend lock up services and that the role of a weekend litter picker be referred to the HR committee for further consideration. The Clerk informed the Committee about the Great British September Clean taking place between 11 and 27 Sept and whether council could seek local volunteers to undertake litter picks around their homes, using council supplied equipment. This was supported by the Committee and the Clerk was asked to make the necessary arrangements and publicity.
- (f) To receive an update on the Mill Lane Improvement Working Group and the phasing of the improvement ideas identified. It was AGREED that the security measures would be taken forward as Phase 1 and that the Working Group would meet and look at the phasing of the other improvement ideas tying in with potential funding opportunities.

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

- (a) To receive a report from the Clerk on any allotment issues  
There were no allotment issues to report

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

- (a) To receive a report from the Clerk on any burial ground issues. There were no burial ground issues to report
- (b) To receive an update on the Cemetery Improvement Working Group and the phasing of the improvement ideas identified. It was AGREED that the Working Group would meet and look at the phasing of the improvement ideas tying in with potential funding opportunities.

**11. To consider submitting a bid for s106 funding for sports provision in Brockworth**

The committee discussed various options that could benefit from this funding including football pitch at Pound Farm, path works and disabled access at Mill Lane and the potential for BMX and running track. The Clerk was asked to research costings and draft a funding bid for consideration at the next meeting in order to meet the application deadline.

**12. To consider drafting a tree management policy and the arrangements for maintenance of trees on council owned land.** The Clerk provided some background as to why council should consider developing a tree policy with a management and maintenance strategy and was asked to bring further information to a future committee for consideration. It was also suggested that tree maintenance reserve be established as part of the budget setting process.

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

Council appointed Redhand as the Council's CCTV preferred contractor at its meeting on 2 September. The Clerk is setting up a meeting with them and Councillors to undertake site visits, discuss the technical considerations of the project and the timescales for delivery.

**14. To consider quotations for the tools and equipment needed by the Handy person in support of their role** The Clerk outlined the tools necessary for the Handy Person to carry out their role safely and a budget of £1500 was proposed by Cllr Evans, seconded by Cllr W Stevens and unanimously AGREED

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

The financial monitoring report for the Committee was NOTED

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

The Clerk stated that Council have been offered a Liquid Amber tree sapling for planting on Council owned land by a local resident. The Clerk was asked to work with the tree warden to see whether a suitable location could be identified.

**17. The date of the next Building & Grounds Committee which will be held on Wednesday 14<sup>th</sup> October 2020 at 7pm online via ZOOM was CONFIRMED**

The meeting closed at 8.50pm