

MINUTES OF BUILDING AND GROUNDS COMMITTEE MEETING

held in Brockworth Community Centre, on **Wednesday 21st August 2019 at 7.00 p.m.**

1.	Welcome from Chair of Committee
2.	Attendance recorded as Councillors Chris Evans, Sara Stevens (Chair), Wayne Stevens, Scott McNeill, Louise Gerrard, Jason Mills and invited Administrator/Receptionist and 2 members of the public and D Harwood
3.	Apologies for absence received from Sue Neal. Not in attendance Councillors' Pete Kotwica, Harley Morris.
4.	No Declarations of interests on matters on the agenda were received
5.	Draft minutes of meeting held on 19 th June 2019 were noted at Full Council
6.	<p>Public session-member of the public (BJ) spoke regarding Bee Keeping land at Nature Reserve and following correspondence received in May. Matter had been discussed at June PC Meeting with the Parish Council supporting the idea in principal but further written consultation with local residents would be undertaken by Councillor S Stevens. Access would be required to the Nature Reserve to the Bee Hives. Councillor S Stevens to contact TBC for clarification on the lease of the land. Matter to be on the agenda for next meeting.</p> <p>Member of the public attended following complaint on the up-keep of the Nature Reserve. Councillor S Stevens gave an update on the work that was approved by Committee and scheduled in July but apologised that it did not happen. Member of the public informed the Council that it has detrimental effect on his house, so he has cut the corridor and edge next to his home and left the cuttings on the land. Councillor S Stevens explained that further work (full cut) is due in October and quoted the decision made by the Committee. The wife of the member of public had asked for an update on July 30th which was after the Buildings Committee meeting on June 19th which approved the cut around the borders in July and full cut in October. Discussions also touched on tree preservation orders and Bat Surveys. Member of the public suggested long term weed control methods. Councillor W Stevens will discuss with a community group known to the Council. Matter on next agenda.</p> <p>Public Session closed at 19.29 pm and 2 members of public left the meeting</p>
7.	Building Matters
a	Handyman's up to date building report not received. Councillor S Stevens to meet with Handyman next week. Agenda item next meeting
b	<p>Committee discussed a review of room letting/hire costs with the Community Centre Administrator. Information given around the recent increase in hire costs. Discussions regarding community use/business use. Councillors discussed the situation of two users who had left following the increase. Discussion on empty rooms effecting community use. Proactive marketing for the building needed. Proposed flexible income plan reflecting local non-profit organisations and a separate rate for business. Community Centre Administrator given authority to set hire charges to reflect the above policy. Proposed and seconded and Committee agreed.</p> <p>It was also agreed that current hirers will be reviewed by Community Centre Administrator. Community Centre Administrator to discuss with</p>

	Chair of Committee going forward. Committee to receive a report monthly at committee meeting.
c	Committee discussed Brockworth Youth Service agreement. <u>Confidential business under standing orders due to sensitive financial information.</u>
d	Committee discussed ownership of all purchased equipment for save a life and other classes run through GCC Grant Monies- The Committee agreed that all equipment purchased from the above grant should be stored in the community building and available to be used by users of the building. Community Centre Administrator to set up a system for the use of such equipment. Agenda item for next meeting
e	Committee discussed current telephone/internet service provider. Carry forward to next meeting
f	Committee discussed Dishwashers contract and decided not to approve renewing the Kitchen Dishwasher hire contract. Committee agreed to cease the lease at the earliest opportunity. Community Centre Administrator and Councillor Evans to obtain 3 quotations for replacement and to bring to next meeting. Councillor McNeill to look at the current contract with a view to ceasing the lease.
g	Committee discussed entrance key fobs to the hall users that allow access for timed entrance at cost of £5-£10 per fob. It was agreed that regular users at the discretion of the Community Centre Administrator would be issued with a fob. Committee agreed the purchase of 4 additional fobs.
h	Committee discussed current CCTV package. The Package has been updated. Committee agreed the re-positioning of 2 CCTV cameras to be one to be installed above the door at the entrance to the stairs and one for upstairs.
i	Committee discussed cost of pump in grounds- carry forward to next meeting
j	Committee discussed printer rental costs and agreed for CO to write to end rental for all 3 machines after Community Centre Administrator has discussed with lease company to possibility of purchasing one.
8.	BURIAL GROUND
a	Committee considered up to date Burial ground report given by Councillor Evans. Two items were brought to the attention of the Committee. Councillor Evans waiting for brown wheelie bin. Chair of Council to arrange
b	Committee discussed lighting in Burial ground. 3 Quotations required for security lighting. Monies will be requested under s106 from TBC as agreed at previous meeting. Developers to be contracted to discuss the implementation of lighting. Councillor S Stevens to lead project and report back at next meeting. Councillor Evans to assist Councillor S Stevens S106 monies to be discussed at next meeting

c	Committee discussed rules on Dogs within Burial ground –Noted Signage already on site.
d	Committee considered Bench for Arthur Spackman, approved by Committee Mrs Spackman to provide bench and Council will arrange installation. Councillor S Stevens will communicate with Mrs Spackman.
e.	Committee received complaint from resident regarding Burial Ground- Concerns raised over correspondence responses. Councillor S Stevens will write to resident. Full Council to agree policy on receipt/response to correspondence.
9.	PARKS AND OPEN SPACES
a	Committee have not received up to date Parks report from Handyman- carry forward
b	Committee received report from Councillors' W Stevens and S Stevens regarding "Community Clear Up" working group. Next project 7th September 2019, 9am meeting at Community Centre. Councillor S Stevens to explore obtaining more equipment.
c	Committee agreed to carry forward to next meeting discussion overgrown areas owned by TBC, Schools and Highways- - Committee to arrange standard letter for overgrown hedges – CO i. Ermin Street ii. Castle Hill School iii. Mill Lane iv. Horsbere Brook
d	Committee noted letter from resident regarding clear up from Travellers on Mill Lane. Councillor S Stevens to follow up.
e	Committee noted complaint regarding Nature Reserve on Green Street had been discussed under the public session.
f	Committee considered security options and obtaining quotations for entrance to Mill Lane playing fields. Councillor W Stevens to lead the project.
g.	Committee discussed current fly tipping around the Village as reported by Councillor W Stevens. Councillor Evans explained the reporting system for the Borough Council website. Agenda item each month.
h	Committee considered complaint from resident regarding field to the back of Ermin Park and Maple Drive- ELRP and SMV are landowners. Councillor S Stevens to contact to the landowners and managers of land.
10	Committee considered the following matters referred from Clerk's office Review Burial Ground rules- review not needed I. Cigarette Bins requested by K Twinning (gardener) – postponed to next budgeting cycle. II. Complaint from Resident regarding broken flower holders at Burial ground- see previous item 8e III. Body fluid spill kits purchased approved retrospectively IV. Grass cutting at the Library- rota already agreed V. Smoking shelter- proposal to look into a shelter within grounds. No seconder, motion fell.

	<p>VI. Areas available for Plantation working group have been identified.</p> <p>VII. Overgrown parish owned open spaces -discuss next meeting with 9c</p> <p>VIII. Tree maintenance quotations (2)- approved in June Buildings and Grounds Committee</p> <p>IX. Grit bin request by Derwent Close – Councillor Evans to discuss with Highways. Carry forward to next agenda</p> <p>X. S106 mixed waste bins -email from TB, replacing broken bins. Committee agreed to obtain 5 bins from TBC and then handyman to advise TBC of location. CO to inform TBC</p> <p>XI. Letter from resident regarding burial request (5/3/19) was discussed. Agreed to Defer the decision referring to the Policy statement. CO to send a holding response.</p> <p>XII. DanTERS Fun Fair (Councillor G Evans)- defer to next meeting</p>
11	<p>Public session at the discretion of the Chair of Committee- moved to the beginning of the meeting.</p> <p>Noted a thank you from Councillor S Stevens to Community Centre Administrator and Chair of Councillor</p>
12	<p>Date of next meeting confirmed as 18th September 2019 at 7pm</p> <p>Future agenda item-hiring of outside spaces.</p> <p>Meeting to be closed at 21.43pm</p>