

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the GREEN SPACES COMMITTEE of the Council held in the **Methodist Church Rooms, Castle Street, Dursley** at 7:30 p.m. on Tuesday, 19th July 2016 for presentation to the Council on the 2nd August 2016.

PRESENT

Chairman: Councillor A Stennett.

Councillors: N Grecian, M Laybourne, F Firth, B Cairns (Vice Chairman), C Nelmes

In Attendance: Deputy Town Clerk, L Wellings, Councillor P Hayes, Councillor S Ackroyd

Absent: Councillor B Marsh

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors M Nicholson, (personal) and J Ball (personal).

2. MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

3. REQUESTS FOR DISPENSATIONS

No requests for dispensations were received.

4. REPRESENTATIONS FROM THE PUBLIC

In relation to agenda/minute item 13, Councillor Ackroyd informed the committee that music from the fun fair on the War Memorial Recreation Ground in June had disrupted afternoon exams at Rednock; he had been invigilating on the day, hence his request to the Committee to consider including a condition within the hire contract to prevent such disruption in the future.

5. MINUTES

The Minutes of the Green Spaces Committee Meeting held on the 17th May 2016, having been circulated among the members, were taken as read, confirmed and signed by the Chairman as a correct record.

6. CHAIRMAN'S VERBAL REPORT

The Chairman reported that he and the Town Clerk had met with a prospective purchaser of the Dursley Garage Site (at their request) on 18th July 2016 to discuss the storage shed on the War Memorial Recreation Ground and possible options regarding its future.

It was noted that demolishing the shed was an option put forward by the prospective purchaser at the meeting with either:

- a) A contribution to the renovation of the cricket club to include replacement storage (This project is likely to be an applicant for the S106 Community Funding – led by the Dursley Football Clubs)
- or
- b) Building a “like for like” replacement shed between the Pavilion and the old playground on the War Memorial Recreation Ground.

The Chairman and Town Clerk had suggested that option b) would likely be the preferred option, but this would need to be confirmed by the Green Spaces Committee.

It was noted that should it proceed, the predicted timescale for completion of the building work would be in Oct/Nov 2017.

IT WAS AGREED that discussions should continue with the prospective purchaser.

IT WAS RESOLVED to notify full Council of the approach and discussion.

The pathway from the ‘Pulse’ Castle Street Car Park up to the War Memorial Recreation Ground and the need for a suitable handrail was discussed.

IT WAS AGREED that the Deputy Town Clerk would clarify Stroud District Council plans for the pathway before putting the item forward to full Council.

7. ANNUAL MEMORIAL INSPECTION UPDATE

The Deputy Town Clerk gave members an update following the memorial inspections undertaken in December 2015 and four ‘Spring Clean’ inspections carried out between April and June 2016; during the inspections staff removed rubbish, old rotten flower displays, immediate hazards and broken glass. A written summary of the update was given out at the meeting.

The following points were noted and discussed at the meeting:

Number of Memorials laid down	21
Number of spaces requiring ‘topping up’	60
Number of spaces with unauthorised ornaments & plant pots	136
Number of spaces with the Memorial Vase outside permitted area	2
Number of spaces with unauthorised edging /stone chippings (e.g. plastic/metal wire, slate chippings)	11 (1 edging unsafe removed immediately)
Number of spaces with planting issues (e.g. extended planting, full grave planting, large shrubs, trees)	55
Number of spaces found to have ‘Mass of Ashes’ on surface	2 (dealt with following advice from ICCM)

Number of memorials found to be unsafe (in addition to those laid down in Dec 2015)	2
Number of memorials with unauthorised work – to be investigated	2 (additional inscriptions)

IT WAS RESOLVED that the Deputy Town Clerk would continue to deal with any straightforward issues and those requiring immediate action; investigations would be made into the use of grave maintenance packages by other burial authorities; before sending out any letters, the existence of safe lanterns and memorial ornaments that may be acceptable to Council would be investigated; the Council's reseeding policy and procedure and planting measurement would be reviewed with Ground Staff, taking into account practicalities. The outcomes would be brought back to the Committee.

8. QUOTATION FOR DIGITISATION OF BURIAL RECORDS

A quotation for updating the Council's digitised burial records to include those for St Mark's and updates for Kingshill Cemetery since 2011 was considered.

It was felt that digitisation of the important records every 5 years was a sensible approach and as TownsWeb Archiving had carried out the last digitisation in 2011, the contractor was already familiar with the Council's records for the purposes of the update exercise.

IT WAS RESOLVED to accept the quotation at a cost of £1295 +VAT for digitisation offsite and merge of new image files with existing images, subject to the Town Clerk (RFO) confirming the budget.

9. HIGHFIELDS PLAY AREA

Members noted an update from the Town Clerk regarding the lease for Highfields Play Area.

It was noted that the signed legal agreement had been returned by Stroud District Council and is with the Council's solicitor WSP; WSP are now attending to the registration at the Land Registry; the Council's grass cutting contractor, TW Hawking, had been instructed to commence grass cutting with immediate effect; Ground staff had been advised to include the site in litter picking; a meeting would be held with Ground staff to draw up a list of tasks that require attention e.g. weed spraying etc.; the outcome of the play inspections is awaited and insurance cover is in the process of being set up.

It was noted that the Town Clerk had visited the site on 14th July 2016 following a reported incident involving the fire brigade being called out to deal with a child's leg caught in the climbing frame. The Town Clerk could find no evidence of the climbing frame being cut.

10. REVIEW OF ALLOTMENT WAITING LIST

The Deputy Town Clerk gave members an update on the review of the allotment waiting list. It was noted that at the start of the review exercise the waiting list contained 28 people (the first joining in 2010); a letter with a reply slip was sent out to everyone on the list requesting them to confirm whether or not they wished to remain on the list; a further letter and email (where possible) was sent to all non-responders; at the end of the exercise 10 people remain on the list and this is expected to drop to 8 as 2 vacant plots are currently being reallocated.

11. SIGNAGE FOR WAR MEMORIAL RECREATION GROUND SKATE AREA

Members considered current insurance conditions and whether signage was required for the skate area on the War Memorial Recreation Ground.

Example wording for signage was considered and agreed.

IT WAS RESOLVED to install signage at a suitable location in the stake area with the agreed wording. Quotations would be sought and the Chairman would agree the purchase with the Town Clerk in accordance with Financial Regulations and Standing Orders.

12. CCTV PROPOSAL

A proposal for the installation of CCTV in the Town Centre and the War Memorial Recreation Ground, circulated with the agenda, was considered.

It was felt that the proposed coverage of the CCTV system in the Town Centre was not comprehensive enough. In addition to Castle Street and Parsonage Street, Silver Street, Long Street, the Market Hall, The Youth Centre 'Vibe' and May Lane (up to the Library) all required coverage.

It was agreed that proper consideration had to be given to whether a new CCTV system should completely replace that currently provided by Stroud District Council or enhance and run alongside the system.

It was agreed that the proposal had merit and all options should be fully explored.

IT WAS RESOLVED to get all interested parties together (e.g. police, traders, community safety) and also meet with a range of suppliers to look at needs, system capabilities and products so that clear objectives for a CCTV system and a proposal specification can be drawn up.

13. HIRE TERMS & CONDITIONS

Members considered adding a clause to the hire terms and conditions relating to noise originating from events on the War Memorial Recreation Ground. The representation made by Councillor Ackroyd under agenda/minute item 4 provided background.

The existing terms and conditions were considered alongside suggestions put forward by Councillor Ackroyd, circulated with the agenda papers.

IT WAS RESOLVED to include a suitably worded condition to ensure that loud music does not disrupt the working day during term time. The exact wording would be agreed between the Town Clerk, Chairman and Vice Chairman.

Members were made aware of people routinely accessing the War Memorial Recreation Ground from the back of the Cricket Club building on Kingshill Road. It was noted that only emergency access is permitted. The Deputy Town Clerk would report to the Town Clerk so that the situation could be monitored and action taken if necessary.

14. WAR MEMORIAL RECREATION GROUND – RETENTION REQUEST FROM SUTCLIFFES

The request from Sutcliffes for the 10% retention (£8950) for the War Memorial Recreation Ground playground was considered alongside the report of the site meeting held on 5th July 2016.

The following ongoing problems were noted:

- The trampoline – since installation this has continually filled with water and has subsequently failed to drain satisfactorily, even following recent works to connect to a land drain and improve drainage holes.
- The basket swing – the frame legs continue to dislodge from the ground despite larger concrete foundations being constructed –the basket swing has again been removed to prevent use.

IT WAS RESOLVED to withhold the retention payment until the above faults are rectified to the Council’s satisfaction.

There being no further business, the meeting closed at 8:40p.m.

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Chairman

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Date