

Agenda of the Buildings and Grounds Committee to be held at 7.30pm in the Parish Office on Thursday September 17th 2015

1. Councillors will be invited to declare any interests on matters on the agenda
2. Public session
3. Attendance to be recorded
4. Apologies and Absences to be noted
5. Committee to agree **minutes** from previous meeting of committee
6. Committee to note **budget against actual** report to 10/9/15
7. Committee to note an estimate of cost of litter picking at sports field and playing fields has been obtained and the figures will be given at the meeting – two companies were approached and one declined
8. Committee to consider proposal from Cllr P Holliday **“That Bishops Cleeve Parish Council create by clear and agreed permission signage, a Permissive Path. The pedestrian route Permissive Path to begin at the Sportsfield entrance, Cheltenham Rd, Bishops Cleeve, Cheltenham GL52 8UQ. Commencing at this point, and then continuing south along the western Sportsfield watercourse boundary, before meeting the southern boundary watercourse. The proposed Permissive Path to then turn east and continue along the northern bank watercourse boundary until meeting and concluding at Kayte Lane public highway.**
9. For recommending to Full Council -Committee are asked by TBC Officers to consider “if they have a preferred style for bench they would like/prefer in and around Homelands development “
10. Committee to consider correspondence from The Conservation Volunteers- supporting papers
11. Committee to consider correspondence from resident AD regarding Skate Park and Bike Track
12. Committee to consider offer from Bovis Homes to meet for discussions on the design of the MUGA, LEAP & Skatepark at Homelands 1
13. Committee to consider request from Cleeve Conservators for a new roller blind in Room 4 at Community Building
14. Committee to consider request from Cleeve Conservators for a notice board to be fixed to the wall in Room 4
15. Committee to consider request from Cleeve Conservators for a handle on the 2nd entrance door at the Community building
16. Committee to consider request from Cleeve Conservators for the window on the side of the building to open wider
17. Committee to note that when new dog/litter bins have been installed it is necessary to inform UBICO via an email to start emptying process
18. Committee to consider invitation for feedback on design of LEAP from TBC Homelands 2
19. Committee to consider annual risk assessment report on Notice boards and Tree boards
20. Committee to consider annual risk assessment report on Bus Shelters

21. Committee to consider annual risk assessment report on Footpaths at Millham Road playing field
22. Committee to consider annual risk assessment report on Footpath linking Church Approach and Station Road
23. Committee to consider annual risk assessment report on Litter and Dog bins
24. Committee to consider request for the installation of a rugby pitch at the Cheltenham Road sports field – Smiths RFC – supporting papers
25. Committee to consider request from the Childrens Centre to have sole use of Room 3 at the Community building – supporting papers
26. Committee to note correspondence from resident that has now been satisfactorily concluded by staff
27. Committee to note correspondence from resident JP regarding dog/litter bins, bike track and graffiti and litter at playing fields
28. Committee to consider replacing the damaged sign on the height restrictor barrier at the Cheltenham Road sports field
29. Committee to consider correspondence from resident M regarding the Finlay way playing field
30. Committee to consider visual H & S and general maintenance report
 - a) Top soil
 - b) Greasing of equipment
 - c) Maintenance of gym equipment
 - d) Stepping stones require replacement at cost of £1970
 - e) Cracking tarmac
 - f) Graffiti in youth shelters
 - g) Allotment ballcock – ball valve washer
31. Committee to consider outstanding building maintenance issues
 - a) Parish office portable appliance testing
 - b) Sports field – Astro – first aid box/accident book
 - c) Sports field – no external fire evacuation signs
 - d) sports field – broken Emergency bollard
 - e) loose tiles in changing rooms – no decision made by previous council
 - f) Tarmac on ramp to rear entrance door
 - g) Green container at Astro – H&S Risk, Football foundation recommended moving out of astro
 - h) Community Building – push pad on rear fire door loose
 - i) Community building – no external fire evacuation sign
 - j) Community building – back gate remedial work needed

32. Committee to consider report from allotment working party meeting with plot holders

33. Proposals from Cllr R Stayt following the above meeting

(1) I propose we consider removing the cost of the empty plots from the charges to the allotment holders. If we cannot fill them they should not be charged.

(2) We ask full council to give us a budget for a skip so the rubbish can be removed.

(3) We ask full council for Belinda to contact the Church to arrange a meeting with the allotment committee with regards to the tenancy.

(4) We get a price for pruning the trees if the outcome of the above is satisfactory.

(5) We check our budget to see what can be done with the weed control.

(6) We look into having an allotment holder become a Warden/Manager (No Payment) or that they set up a working committee to meet the allotment committee.

(7) We ask Belinda to chase up when new allotments are due to be handed over to us and to confirm what will be provided.

(8) We make a definite decision on how the new plots will be allocated. (It was proposed the plot holders with longest tenancy be given first chance by the previous council)

(9) We ask TBC to cut the verge by the entrance to the allotments to enable vehicles to enter and leave safely.

(10) One Plot Holder expressed outrage about being evicted for a temporary but technical 'lack of cultivation.' Plot Holders feel that this particular agreement condition should be reviewed by Council, and amended to reflect an up - to - date policy of more flexible and diverse land use.)

(11) We should consider letting the empty plots out at a vastly reduced rates for the remainder of the year or possibly free use of plot in return for cleaning it up?

35. Committee to consider report from Caretaking staff that 20 youths have been seen accessing the astro over the top of the fencing on several occasions

36. Committee to consider complaint from resident ID regarding youths in the astro and dog fouling at the sports field

37. Committee are asked by TBC to identify a preferred site for 1 dog bin and 1 dog sign to be installed by TBC on Homelands 1

38. Committee to consider Elmtree Playgroup correspondence referred to Committee from Full Council – September 2015 supporting papers

39. Committee to consider correspondence from resident JP asking that trees along the boundary at 7 Blackberry Grove are maintained at a maximum height of 12ft

40. Committee to consider proposal from Cllr P Holliday that Council purchase 2 x Flexmaster Marker Posts, at a price of 25.00 each, in order to permanently and clearly mark the 300mm cast iron services pipe, situated discreetly in the Sportsfield watercourse bed, 10m from the A435.

41. Committee to consider proposal from Cllr P Holliday that Council purchase from Severn Trent Water, a Bishops Cleeve Parish water and sewage infrastructure map, at a cost of £36.00, as a local information amenity

42. Committee to consider Brown Rat Rodent Infestation at Nortenham Allotments: Propose that once security of tenure has been established with the Church Commissioners, our pest control contractor should be asked to carry out a professional survey of rodent infestation at Nortenham Allotments, with budget contract indications for consideration.

43. Committee to consider advice from Cllr P Holliday recommending a review of policy on pest Control

44. Committee to consider report from dog bin working party and recommendation of Barnaby Close balancing pond, Sanderling Way junction and junction of Oldacre Drive with rear of Wagtail Grove

45. Committee to consider advice of Cllr P Holliday recommending 3 tree surgeons be invited to provide two year written professional arboriculture management contract programmes
46. Committee to consider advice of Cllr P Holliday for chain sawing back the more dominate and pervasive vegetation from the wooden post and rail fence at Finlay way playing field
47. Committee to consider proposal from Cllr Perry that when a prospective allotment hirer applies for an allotment that one is not allocated but the prospective hirer chooses from those currently available.
48. Committee to consider if it wishes to proceed with the allotment users annual meeting in the community building hall on Saturday 31st of October
49. Committee to consider feedback from inclusion training and to consider the summary recommendations
50. Committee to consider proposal from Cllr P Holliday that Council consider creating a new 10mx1m long safe pedestrian access to Nortenhams Allotments, from Green Acres, inside the western highway boundary fence.
- 51 Committee to agree recommendations for budget 2016/17
- 52 **Confidential business** – Committee to consider quotations for changes to front doors at Parish Office- quotations received from a) uk Shopfront specialists Ltd
b) power a door Ltd
c) Geze Uk Ltd

note – no supplementary information was requested as this project was started before criteria adopted by Council and no planning or listed building consent has been applied for
- 53 **Confidential business** – Committee to consider tenders for grounds maintenance contract and to agree short list for meeting on September 22nd (daytime)

any other business considered at the discretion of the Chair for information purposes only to be followed by Close of meeting

A handwritten signature in black ink, appearing to be 'P. Holliday', written in a cursive style.

11/9/15