

# Stonehouse Town Council



**MINUTES (subject to agreement at the next Committee meeting)**  
**of a MEETING OF THE AMENITIES, RECREATION AND TOURISM COMMITTEE HELD ON**  
**MONDAY 28 SEPTEMBER 2015 AT 7PM IN THE TOWN HALL, HIGH STREET,**  
**STONEHOUSE.**

**Present:**

Neil Gibbs (Convenor of Committee)  
Gary Powell (Deputy Convenor of Committee)  
Theresa Watt (Chair/Town Mayor)  
Pam Swain (Vice Chair/Town Mayor)  
Gwen Atkinson

Town Clerk – Gill Jennings

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***Attendees are reminded that the Proceedings of this meeting may be filmed, photographed or recorded but anyone wishing to make a record should first inform the Chairman***

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**K3/308 TO RECEIVE APOLOGIES**

Apologies were accepted from Cllr. Curtis

**K3/309 DECLARATIONS OF INTEREST**

Members are reminded of their obligation within the requirements of the adopted Model Code of Conduct to declare any personal or disclosable pecuniary interests where applicable.

**None declared**

**K3/310 TO APPROVE THE MINUTES OF THE COMMITTEE MEETING HELD ON 13<sup>th</sup> JULY**

**The Minutes were approved as a true record**

**K3/311 PUBLIC ADJOURNMENT (15 minutes)**

Members of the public may speak only once for a maximum of 5 minutes on any specific Agenda item.

Item K3/318 In response to a question the Boule Court was discussed. The Court had been inspected by another contractor who confirmed that the right materials to the right depths had been used. Now that the bottom surface had been disturbed the top would have to be taken off, the bottom compacted and new material laid.

**K3/312 ALLOTMENTS**

1. The Committee to consider a report from the Town Clerk and the request from the Allotment Tenants Association. The Committee will decide what action to take with regards to flooding issues and provision of sheds.

The Committee did not discuss the report prepared by the Clerk or refer back to the request by the Association. Cllr Gibbs and Cllr Atkinson had taken advice from Stroud Town Council's Clerk and were of the opinion that the management by the Association was running well there and should be given a chance in Stonehouse. Cllr Gibbs and Cllr Atkinson offered to meet with the Association Committee to discuss whether the Association would take on the site and consult with their members. It was then proposed to consult with the tenants. (The terms which had been provided by Stroud District Council were not considered or agreed.) **The Committee agreed with this course of action.** Cllr Gibbs stated that if the Association took on the site the Town Council would only be responsible for the boundary fencing.

### K3/312 Allotments (continued)

Cllr Watt felt that the Council had riparian duties for the watercourse. The Association would be responsible for collection of rents, plot letting and maintenance of the site.

2. To request monthly inspections and reports (last inspection 19 June) **The Deputy Clerk would take on this responsibility until the allotments were transferred. The Clerk pointed out that this had been discussed with the Deputy Clerk as part of a new allotment management strategy but the changes to the job description would now be waiting on point 1.**
3. To review charges to be applied from 1<sup>st</sup> September 2016 – **The charges were considered to be extremely low but the responsibility for adjusting charges would rest with the Association if they took on the site. A decision was not taken.**

### K3/313 RECREATION WORKING GROUP

1. To receive a report of a meeting held on 2<sup>nd</sup> July and to ask questions. A report of the Working Group of a further meeting held on the 23<sup>rd</sup> September was produced. The Clubs were not satisfied with the internal layout of the new community facilities and felt that the work should be going out to tender. For the time being the further public consultation would be postponed.
2. Working Group to be tasked with making an audit of play equipment, seating & litter bins, planters, signage, provide a condition report and make recommendations for renewal with priority grading. **The Working Group felt they had insufficient time and the Deputy Clerk would be tasked with this work.**

### K3/314 FINANCE

1. To check Committee expenditure/receipts against budget July/August **July Expenditure £4542.63 and Receipts £1082.42 were agreed as correct. August Expenditure £7348.22 and Receipts £2196.66 were agreed as correct.**
2. To agree payments September – not available
3. To consider spending plans for 2016-17 – Councillors were asked to consider possible Schemes and bring suggestions back to the budget meeting.
4. To agree QS expenditure of £750 with regard to Oldends Lane Feasibility – **The Committee agreed to have the figures checked by an independent QS at a cost of £750 plus vat.**

### K3/315 MEADOW ROAD PLAYING FIELD

1. To agree cost of railings –The grounds staff had been asked to price up this work to be undertaken in house but due to workload this had not been done. **The Committee requested 2 sub-contract quotes to be obtained.**

### K3/316 STONEHOUSE IN BLOOM

1. To receive a report on the results – Councillor Powell would circulate the Heart of England Reports which gave a clear indication of the areas which need improvement. He asked if the In Bloom Committee might increase the herbaceous border in the Garden of Rest. The Committee had no objection to this.
2. To give a clear remit to the Project Manager for work towards 2016 – **The Committee agreed that the Deputy Clerk needed a clear steer on what was expected so that the team were provided with the right information and support.**
3. To receive a report on the Group's finances – The In Bloom Group produced a receipts and payments account which showed they had sufficient for winter planting or a start up fund for next year. Their finances had been boosted by a one-off contribution by BT and this would need replacing with alternative funding in the next year.

### **K3/317 DOVEROW HILL**

History Group have asked to erect 2 boards, one within the wood. An application for funding will be considered by Finance & Strategy. Committee to consider location of the 2<sup>nd</sup> board.

**The Committee felt that the boards would be best placed inside the kissing gates at each end of the wood.**

### **K3/318 BOULE COURT**

To consider expenditure of £1000 on repairs and future care and maintenance

**The Committee agreed to proceed with the expenditure and to take advice on future care and maintenance. A suitable spazzle would be chained inside the boule court.**

### **K3/319 CAR PARK SECURITY**

CCTV footage has revealed misuse of Oldends carpark. The Council are to discuss how to control entry to the carpark and consider quotations for barrier systems. **The Committee considered 2 quotations and agreed to proceed with purchase from Gateway Automation at a cost of £2510. Members of the Committee had also met with Advanced Parking to discuss pay and display. It was agreed that a pay and display system should be put in place as part of the redevelopment of the carpark. In the meantime cooperation would be sought from Magpies Social Club regarding locking the bottom barrier at night. Residents would be advised of this change.**

### **K3/320 WORKS TO THE PAVILLION**

1. To agree the re-design of the store/refs room to FA specifications and additional costs

**The amended drawing was agreed. There were no additional costs.**

2. To agree responsibility for costs re: additional toilets £4600

**The Committee would recommend additional expenditure in the sum of £4600 from reserves with the amount being recouped from the Football Club over a specified period.**

#### **For Resolution**

3. To agree CDM Consultant Fees of £500

**The Committee agreed expenditure on the fees.**

4. To agree any stage payments or delegate responsibility

**The Committee agreed that the RFO be responsible for checking the stage payments with the Project Manager and to make prompt payment reporting these to the next meeting.**

### **K3/321 PITCH HIRE & OTHER CHARGES**

1. To review charges to be applied from 1<sup>st</sup> April 2016

Cllr Swain reported that she had examined charges paid by other football clubs which were lower. Stonehouse Town Football Club were not happy to accept the charges. **There was lengthy debate and it was decided that further comparisons would be made and the matter of a review held over to the next meeting. Cllr Watt requested that wording be added to allow hire of the marquee to Stonehouse voluntary groups free of charge with a refundable deposit – this was agreed but the charging policy would be reviewed at the next meeting.**

### **K3/322 DEFIBRILLATOR – LOCATION & PURCHASE OF CASE**

To agree a location and purchase of case £450 – Cllr Gibbs had discussed the matter with the Manager of the Co-op store who had agreed that the case might be placed under the front canopy by the cashpoint machine. John Morris of Stonehouse Rotary suggested that the costs might be covered by fund raising. However, the Clerk pointed out that the case would need to be heated and signage would be required. John Morris was seeking permission from the Co-op store.

### **K3/323 CHRISTMAS LIGHTS**

To progress display improvements and consider costs

Cllr Swain reported that the lighting would be achieved within budget with 9 extra pre-lit Christmas trees, part sponsored by local businesses.

### **K3/324 REMEMBRANCE DAY**

To discuss and agree voluntary assistance – The British Legion had indicated they were able to manage the ceremony this year but needed assistance with manning the road closure. Volunteer help would be requested from Cllr Gary Powell and Richard Lacey. Deputy Clerk to liaise with the police. The Town Clerk has applied for a road closure.

### **K3/325 WASTE COLLECTION**

To note the new regulations introduced in January 2015 and consider any necessary action

**The Committee were advised that new regulations were now impacting on the district council's collection of waste and may in the future affect collections from public areas.**

**Cllrs mentioned that Stroud District Council were failing to collect waste from the Oldends recycling containers.**

### **K3/326 DATE OF NEXT MEETING**

9 November 2015 (Budget Meeting)

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