

Bourton-on-the-Water Parish Council

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To Parish Environment Committee Councillors

You are hereby summoned to attend a **Parish Environment Committee Meeting at 7.00pm on Wednesday 9th October 2024 in the Windrush Room, The George Moore Community Centre** for the purpose of transacting the following business.

Papers for the meeting can be viewed in Dropbox: [Papers](#)

V. Oliveri

Mrs Vanessa Oliveri
Committee Clerk

3rd October 2024

AGENDA

Public Session: Opportunity for the public to speak on matters on the agenda (maximum of 3 minutes per person).

- 1) **Apologies for absence:** Cllr A Davis.
- 2) **Declarations of Interest:** To note.
- 3) **To receive and approve the minutes of the meeting held on Wednesday 11th September 2024.**
- 4) **Matters Arising:**
 - a) Grass verge agreement with GCC Highways. – To receive an update.
 - b) To receive an update on the installation of the Victoria Cross plaque at the War Memorial on the village green.
 - c) Scouts offer of voluntary work – To note that a risk assessment was to be provided from the Scouts prior to carrying out the voluntary work on the flower beds in the village. Cllr Launchbury to update.
 - d) Parish Online – To note Cllr Davis to notify the office staff what information she required from Parish Online so the information can be passed onto her.
 - e) Notice on Litter Bins - The notices applied to the top of the village litter bins were no longer in situ which notified people to return their litter to the food outlets where it originated from. Spare original notices were available in the office to be applied to the tops of the litter bins.
- 5) **Finance:**
 - a) To note the current Burials & Allotments and Village Maintenance Summary Report **(Paper 1)** and the Earmarked Reserves report **(Paper 1a)**.
- 6) **2025-26 budget and precept:**
 - a) Committee to agree arrangements for review with the Clerk/RFO. For recommendation to F&G Committee.
- 7) **Churchyard & Cemeteries:**
 - a) **Dropped Kerbs at Cemetery:**
To receive an update from Cllr A Roberts on adaptations to driveway kerbstones at Cemetery for wheelchair access onto grassed areas as a result of meeting with AP Transport on site to discuss the requirements.
 - b) Review schedule of burial fees to take effect January 2025. **(Paper 2)**. For input into the 2025-26 budget.
 - c) Agree dates for next phase of memorial testing to be carried out by Memsafe. **(Papers 3a, b and c)**
- 8) **Allotments:**
 - a) To receive an update on the allotment inspections.
 - b) To agree allotment fee for 2026 (to meet required notice period of any increase to tenants).

- 9) **Village Maintenance:**
 - a) **Village Maintenance Contract:** To note a site meeting had been arranged for 11th October with the contractors to go through the progress of the scheduled works.
- 10) **Village Green:**
 - a) **Maintenance of slabs along riverside walk:** To receive an update from Cllr A Roberts on whether further maintenance of slabs along the riverside walk was required.
 - b) **Bulb Planting:** Cllr B Hadley to update the committee on bulb planting on the village green.
 - c) **Royal British Legion:** To consider request received from Royal British Legion to fundraise using two World War Two style Jeeps on the green near to the war memorial on one Saturday prior to Remembrance Sunday, weather dependent - either 26th October, 2nd or 19th November. Previously approved each year.
 - d) **Village Green Risk Assessments:** To confirm who is to undertake weekly risk assessments of the Village Green.
 - e) **Village Green Hire Policy:** To review existing policy and confirm permitted frequency of bookings.
- 11) **Back of War Memorial Regeneration Area:** To receive any updates from the working party.
- 12) **Regeneration of the pavement area in the High Street by the Cheltenham bus stop:** To receive any updates from the working party.
- 13) **Accessibility Audit:**

Dropped kerbs – To note the installation of the three dropped kerbs in the locations agreed arising from the Accessibility Audit undertaken was to commence week commencing 18th November 2024.
- 14) **Christmas Tree:** To receive an update on the arrangements for the provision of the Christmas tree. Cllr M Macklin to confirm what BBN could put funds towards.
- 15) **Clapton Row Green:** To receive a further quotation to supply and plant a slow growing hedge around Clapton Row Green in a half-moon shape rather than a full circle.
- 16) **Parish Walkabouts:**
 - a. To note that any identified items from the walk around on 2nd and 16th August had been added to the draft updated Asset Register.
 - b. To review all other identified actions noted from the walkabouts on 2nd and 16th August and agree what to take forward and how/who. **(Papers 4).**
 - c. To agree on any further Parish Walkabouts to be undertaken prior to finalising updates to Asset Register.
- 17) **Village Map at Rissington Road Car Park:** Cllr B Hadley to update the committee on the village map at Rissington Road Car Park.
- 18) **North Cotswolds Rotary:** To receive an update from Cllr Hadley regarding the North Cotswolds Rotary purchasing a new noticeboard to go by the public toilets in the village.
- 19) **Wildflower Area at The Naight:** To agree arrangements for the management of the wildflower area at The Naight.
- 20) **Tourist Levy Funding – new project required:** To note that CDC holds a balance of £4,000 from 2024-25. Committee to agree a suitable project for recommendation to Council to request funding from CDC.
- 21) **To discuss a motion by Cllr Jon Wareing, as deferred from full Council:** To form a working group to explore options for revitalisation of the village centre especially the High Street, Victoria Street behind the Victoria Hall and the alleyway that runs around the back of The Croft.
- 22) **GCC's Ash Dieback Replanting Scheme (Papers 5a, b & c): As deferred from Oct Council 24/194. Committee to agree suitable locations and species for young whips/trees for the PC to plant themselves. To note the information was circulated to two volunteers for feedback as agreed.**
- 23) **Correspondence:** The committee to note correspondence received prior to the meeting.
- 24) **Items to note.** To receive reports for information only.
- 25) **Date of Next Meeting:** Wednesday 13th November 2024 at 7.00pm in the Salmonsbury Room.