

Bourton-on-the-Water Parish Council

Minutes of the Meeting of the Parish Environment Committee Meeting

held at 7.00pm on Wednesday 11th September 2024 in the Salmonsbury Room, The George Moore Community Centre

Those Present: Cllrs B Hadley (Chairman), L Hicks, L Launchbury, M Samuel and A Davis.

In Attendance: Vanessa Oliveri (Committee Clerk & minute-taker).

Members of Public: There were no members of public in attendance.

- 1) **Apologies for absence:** Had been received from Cllr A Roberts and Cllr S Coventry.
- 2) **Declarations of Interest:** None.
- 3) **To receive and approve the minutes of the meeting held on Wednesday 31st July 2024.** APPROVED.
- 4) **Matters Arising:**
 - a) Grass verge agreement with GCC Highways. – No update received from GCC.
 - b) Installation of the Victoria Cross plaque at the War Memorial on the village green. The supplier of the Victoria Cross plaque had sent apologies as the brass arrived damaged, so it was sent back. A new plaque was agreed to be supplied and installed as soon as possible. The company would notify the PC of the date to be installed. The PC request for the Victoria Cross plaque to be installed prior to Remembrance Day.
 - c) Scouts offer of voluntary work – To note Cllr L Launchbury agreed to assist the Scouts in carrying out a risk assessment prior to carrying out the voluntary work on the flower beds in the village.
 - d) Public toilets – The committee noted that CDC had extended the public toilets open times from 8.00am - 8.00pm in the summer months, and 8.00am – 6.00pm in the winter months.
- 5) **Finance:**
 - a) The committee noted the current Burials & Allotments and Village Maintenance Summary Report and the Earmarked Reserves report.
- 6) **Churchyard & Cemeteries:**
 - a) Dropped Kerbs at Cemetery:
 - i) The committee noted that CDC had agreed in principle for Tourist Levy Funds to be used to make adaptations to driveway kerbstones at Cemetery for wheelchair access onto grassed areas. Formal approval yet to be given.
 - ii) The committee agreed to source quotes for delivery of the above work. AP Transport agreed to meet two Councillors on site to discuss the requirements further on Friday 20th September. Time to be confirmed. Areas requiring dropped kerbs in the cemetery were to be marked on a map prior to meeting AP Transport.
- 7) **Allotments:**
 - a) National Allotment Society – The committee unanimously agreed to join the National Allotment Society annual membership at a cost of £55 + VAT annually. The committee agreed that the annual membership was to be added to the regular list of memberships for approval at the Annual Meeting following initial approval to join in 2024-25.
 - b) The committee noted receipt of £100 from Moreton Show for Cemetery Lane Allotments winning first prize. The committee agreed the £100.00 was to be used retrospectively against the cost of installing the two manure/chipping bays at the Cemetery Lane allotment site. An article was to be published in the Bourton Browser notifying residents that the Cemetery Lane allotments had been awarded first prize at this year's Moreton Show competition.
 - c) Cllr Hicks and Cllr Roberts to agree a date to undertake the next allotment inspections in October. Date to be confirmed.
- 8) **Village Maintenance:**
 - a) Village Maintenance Contract: Cllrs Roberts, Hicks and the Clerk met with idverde on Wednesday 28th August. Hedge cutting to be arranged from 1st September. A tree damaged by a strimmer in Croome Gardens to be replaced by the contractor. Many other items updated including new team members being recruited. Next meeting had been arranged for 11th October 2024. The committee agreed to add a clause

into the next contract to state, 'If the contract isn't carried out to contract schedule then a claw back of a percentage of the contract would be made.'

9) **Village Green:**

- a) **Maintenance of slabs along riverside walk:** There had been no further update on the maintenance of slabs along the riverside walk. To be discussed at the next PEC meeting.
- b) **Village Green Bookings:** The committee considered and agreed in principle to the two applications received for village green hire in 2025. The Village Green booking policy was to be an agenda item at the next PEC meeting, to review the frequency of the Village Green bookings.
- c) **Clearance of ditch:** The committee agreed the clearance of the ditch in front of war memorial was to be carried out twice yearly and was to be monitored throughout the year. The committee agreed to ask Steve Cotton if he could undertake a weekly risk assessment of the village green whilst on his walk around of the village. Any issues to be reported back to the Assistant Clerk.
- d) **Village planters:** The committee noted the village hanging baskets were to be removed on 26th September 2024.
- e) **Bulb Planting:** Cllr B Hadley and Cllr A Roberts agreed to meet the person who had offered to plant bulbs on the village green to discuss type of bulbs and locations on the village green. Cllr B Hadley would report back to the committee at the next PEC meeting.

10) **Back of War Memorial Regeneration Area:** There were no updates from the working party.

11) **Regeneration of the pavement area in the High Street by the Cheltenham bus stop:** GCC had been emailed with the proposed plan of the regeneration of the pavement in the High Street by the Cheltenham bus stop. A response was awaited. The Committee Clerk was to follow this up with GCC and to ask on the progress of the bus stops in the village centre.

12) **Accessibility Audit:**

- a) Dropped kerbs – AP Transport were aiming to install the three dropped kerbs in the village week commencing 18th November. They would be more exact with the date and times nearer to the time, but it will be one morning that week and would start early to do the digging out.

13) **Christmas Tree:** Cllr B Hadley reported that the Christmas tree for this year had been selected and also for the next two years. Transport had been arranged to collect the Christmas tree on 15th November 2024 and plans to put the tree in the river on 16th November 2024 had been put in place. It was noted that BBN would like to contribute towards the Christmas tree/lights. The committee agreed for Cllr M Macklin to attend the next PEC meeting to review BBN's thoughts on this and to confirm at the meeting what BBN could put funds towards.

14) **Clapton Row Green:** The committee received and noted a further quotation received to supply and plant a slow growing hedge around Clapton Row Green. The committee unanimously agreed for the Committee Clerk to go back to the company and request a revised quotation, for the same hedge but to supply and plant in a half moon shape around Clapton Row Green but leaving the back part unplanted, which runs along a possibly unadopted highway.

15) **Review notes from Parish Walkabouts on 2nd and 16th August:** The committee unanimously agreed for this item to be deferred to the next PEC meeting.

16) **Village Map at Rissington Road Car Park:** The committee noted the email received from CDC re village map at Rissington Road car park. Cllr Hadley updated the committee on the village map requiring to be updated and agreed to speak to a printer to obtain a quotation to provide a new map and would report back to the next PEC meeting. The committee agreed to wait until BBN had held their next meeting in October to establish ownership of noticeboards before pursuing any further.

17) **North Cotswolds Rotary:** Cllr Hadley reported that the North Cotswolds Rotary had agreed to purchase a new noticeboard to go by the public toilets in the village. Cllr B Hadley agreed to speak to the owner of the Cotswold China shop to request permission to install the notice board onto the external wall of their shop.

18) **Environmental Action Working Group:** Cllr A Davis agreed to do a presentation at the November 2024 PEC meeting to show the committee ideas on how to get an Environmental Action Working Group up and running and moving forwards.

19) **Tourist Levy Funding – new project required:** The committee noted that CDC holds a balance of £4,000 from 2024-25 Tourist Levy funding. The Committee agreed to ask the community what they would like to use the balance of £4,000.00 on by using Survey Monkey. The committee propose to the PC to purchase an annual subscription of Survey Monkey to enable the PC to undertake further surveys.

- 20) **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. The committee unanimously approved for this item to be added to the next PEC agenda and to invite Cllr J Waring to do a paper and explain this motion to the committee members.
- 21) **Biodiversity Duty:** Cllr A Davis to do a presentation on how to access Biodiversity Duty information at the November 2024 PEC meeting.
- 22) **Items to note –**
- To ask the Parish Clerk and Assistant Clerk if permission could be given to allow Cllr A Davis access to using the PC's access to Parish Online.
 - To check if the notice applied to the top of the village litter bins were still in place which notified people to return their litter to the food outlets where it originated from.
- 23) **Date of Next Meeting:** Wednesday 9th October 2024 at 7.00pm in the Windrush Room.

The meeting closed at 8.26pm.