

**Bourton-on-the-Water Parish Council**  
**Minutes of the Meeting of the Parish Environment Committee Meeting**  
**held at 7.00pm on Wednesday 11<sup>th</sup> December 2024 in the Salmonsbury Room,**  
**The George Moore Community Centre**

**Those Present:** Cllrs B Hadley (Chairman), L Hicks, L Launchbury, A Roberts 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 S Coventry and Cllr M Samuel.

2) **Declarations of Interest:** None.

3) **To receive and approve the minutes of the meeting held on** Wednesday 13<sup>th</sup> November 2024. APPROVED.

4) **Matters Arising:**

- a. Grass verge agreement with GCC Highways. – No update received from GCC.
- b. The Victoria Cross plaque at the War Memorial – Cllr A Roberts and The Assistant Clerk were working with the sign writer due to errors on the new plaque.
- c. The committee noted the utility companies were to be contacted to request permission to add street art onto proposed utility boxes in the village for a future project. The committee noted that Openreach's cabinet art program was currently closed, and was not accepting new applicants at present.
- d. The committee noted the sign on the green by The Old Aquarium had been re-positioned, turf had been laid by sign and the reflective strip around the outside of the sign has been added.

5) **Finance:**

- a) The committee noted the current Burials & Allotments and Village Maintenance Summary Report and the Earmarked Reserves report. The committee agreed £500 to clean the War Memorial should go into next year's budget.

6) **Churchyard & Cemeteries:**

- a) Dropped Kerbs at Cemetery:  
AP Transport to notify the PC when they can carry out the adaptations to driveway kerbstones at Cemetery for wheelchair access onto grassed areas as agreed.

7) **Allotments:**

- a) To consider draft heads of terms for Springvale Allotments site renewal of lease for recommendation to full Council for approval. The committee discussed letting the area to the right of the Springvale allotment site which wasn't being used to the Cotswold School to improve the area. The committee agreed to recommend to the next PC meeting that item 3.11 in the draft lease for the break clause to be amended to either 18 or 24 months. Item 3.12 to read sheds at 6' x 4' and greenhouses at 8' x 6'.
- b) Quote for Piece Hedge – The committee proposed to allocate £670.00 for this work subject to a meeting with the third contractor. If the third quote was higher the committee agreed to approve Hedge & Lawn's quotation of £650.00 + VAT.
- c) Cemetery Lane allotments – Request for wood chip & manure bays at top of site. The committee agreed to not add any additional wood chip and manure bays as per the request but agreed to pass on the person's contact number who delivers the manure, so that a convenient place and time to drop off some manure at the allotment site could be arranged.

8) **Village Maintenance:**

- a) Village Maintenance Contract: The committee received an update on the village maintenance contract that the wildflower meadow and bund cutting at The Naight have been completed. The replacement tree planting at Croome Gardens was still outstanding. The hedge cutting was complete as per the contract.
- b) Hedge cutting at Beddome Way/Croome Gardens (Ref item 8b PEC 13/11/2024)
  - The committee noted that this section of hedge was not annotated on the current Bourton Chase map and therefore not included in the contract.
  - The committee considered the quotes received to cut the hedge not included in current maintenance agreement. The committee agreed to go with idVerde's quote at £365.00 + VAT subject to Cllr A Roberts having a site meeting with a third contractor.

9) **Village Green:**

- a) **Maintenance of slabs along riverside walk:** The Assistant Clerk to arrange a site meeting with Cllr A Roberts and a contractor to discuss the maintenance required of the slabs along the riverside walk so that a quotation could be obtained.
- b) **Bulb Planting:** Cllr B Hadley reported that he would provide an update on the proposed bulb planting on the village green as soon as he had received further information.
- c) **Village Green Risk Assessments:** Cllr L Hicks agreed to walk around the village green with the recreation equipment inspector to go through the risk assessment list.
- d) **Turf laying on the Village Green:** The committee agreed to recommend to the next PC meeting to approve idVerde's quotation received at a cost of £9,481.77, if turf was to be supplied with the job or £6,302.16 if free turf was available at the time of the planned works.

10) **Back of War Memorial Regeneration Area:** There were no updates from the working party as there was nothing to report at present.

11) **Regeneration of the pavement area in the High Street by the Cheltenham bus stop:** GCC's legal team were dealing with registering the Title for the pavement area in the High Street by the Cheltenham bus stop, which could take up to eighteen months. Therefore, the PC could not progress with the regeneration of this area until the Title had been registered with Land Registry.

12) **Accessibility Audit:**

**Dropped kerbs** – Cllr A Roberts reported that he was waiting to hear back from GCC if they would accept the installation of dropped kerbs in the locations agreed arising from the Accessibility Audit undertaken.

13) **Christmas lights switching on:** The committee agreed the procedure of removing the Christmas lights and the Christmas tree from the river. The Christmas Tree Working Party would report back to the next PEC meeting on a run down of the events and a plan for the following year.

14) **Parish Walkabouts:** The committee received the combined notes of three Parish walkabouts and agreed to receive the notes of the fourth walkabout at the next PEC meeting as further information was required.

15) **Village Noticeboards:** The committee noted that BBN would take on the village information boards and had received all of the information required.

16) **North Cotswolds Rotary:** Cllr Hadley reported that permission to install a new information board on the exterior wall of The China Shop had not been approved. A new location was to be sought as the North Cotswolds Rotary had agreed to purchase a new information board to go by the public toilets in the village.

17) The committee received a report from the contractor on the treatment of Japanese Knotweed at The Naight and noted that the patch of Japanese Knotweed at The Naight was virtually eliminated and was exhibiting pre dormant stage.

However, pictures provided 1 and 2 to the left show there was evidence of JKW growth which was starting to encroach the Parish Council Patch Site so the contractor has treated all stands stepping through the hedge to also treat the other side which should halt any further progress.

Going forward he would carry out a final inspection April/May time to confirm dormancy and then if this was the case this would be the end of the contract.

18) **Openreach's Cabinet Art Policy:** The committee noted that Openreach's cabinet art program was currently closed, and was not accepting new applicants at present.

19) **Correspondence:** The committee noted that a resident of the village remembered years ago that the arches of the bridges in the village used to be illuminated which gave a magical quality to the Christmas decorations and asked if this could be considered in future years. The committee agreed that this couldn't be done as the bridges were listed.

20) **Items to note.** The committee noted that the value of the bins was to be checked on the insurance policy.

21) **Date of Next Meeting:** Wednesday 22nd January 2025 at 7.00pm in the Salmonsbury Room.

The meeting closed at 7.56 pm.