



BERKELEY TOWN COUNCIL
 DRYHTENHOLDA BEORCLEAH

Town Hall
 Salter Street
 Berkeley, Glos.
 GL13 9DB,
 Tel/Fax: 01453 511964
 Email:
clerk@berkeley-tc.gov.uk

PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Monday 10th July 2017

Dear Sir/Madam

*You are hereby summoned to attend a meeting of
 Berkeley Town Council
 On Monday 17th July 2017 in the
 Town Hall, Berkeley at
 7.30 p.m.*

*Ms D Spiers
 Town Clerk*

AGENDA

Public Discussion - 30 minutes

Milena Thomas from Shared Access will be available to answer questions on the proposal for a telecoms mast at Canon Park Recreational Facility

The council will receive County and District Councillors reports during public discussion time.

1.	Apologies and absence To note apologies and absences <i>Local Government Act 1972 s.85</i>
2.	Declarations of Interest To receive declarations of interests from Councillors relating to items on the agenda <i>Localism Act 2011 s.27</i>
3.	Minutes of the last meeting To confirm and sign the minutes of the annual meeting held on Monday 19 th June 2017 - see attached <i>Local Government Act 1972, Sch 12, para 41(1)</i>
4.	Schedule of Payments To approve and agree to sign the schedule of payments that may be provided at the meeting <i>Financial Regulations 5.2</i>
5.	Telecoms Mast - Canon Park Recreational Facility The council has received a proposal from Shared Access to install a telecoms mast at Canon Park Recreational Facility - see attached information Shared Access will cover the cost of planning, installation and maintenance of the mast. They have also offered to pay up to £ 2,000.00 towards our legal fees if we use a solicitor recommended by them or if we choose our own solicitor they will pay up to £ 500 towards our costs. To consider the risks associated with this proposal To consider accepting the offer of £30,000.00 for a 25-year lease with Shared Access for a 15m telecoms mast at Canon Park Recreational Facility. To consider which solicitor we will instruct to act on our behalf.

6.	<p>Canon Park Recreational Facility ROSPA report - see attached</p> <p>The ROSPA report for Canon Park Recreational Facility shows a low/very low risk on all three pieces of play equipment. It mentions the missing signage and fence panels and puts this as low/medium risk. It also highlights the poor condition of the paint work and recommends painting in a lead-free paint.</p> <p>The council is already working on a solution to the fence problem see item 7.</p> <p>To consider what action the council will take in relation to the other issues raised in the ROSPA report</p>
7.	<p>Canon Park Recreational Facility - Play Equipment Fence</p> <p>For quite a while now the mesh panels attached to the fencing at Canon Park Recreational Facility have been missing. This was because over a period of time the panels were repeatedly vandalised and eventually they were lost. Comments on social media have highlighted this issue and there are concerns that toddlers may now be able to run in to the road. One suggestion which proved popular was to plant a hedge along the fence line. At the last meeting, it was agreed to ask on social media whether people preferred a hedge or wooden fence; several people responded and they all liked the idea of a fence interspersed with fruit trees and bushes. There were two concerns raised 1. A temporary barrier of some sort would be needed while the hedge became established and 2. The hedge should be well maintained.</p> <p>To consider what risks may be associated with this proposal.</p> <p>To consider planting a hedge with fruit trees and bushes on the boundary with Station Road at Canon Park Recreational Facility</p>
8.	<p>Canon Park Recreational Facility - Consultation</p> <p>A consultation was held on Friday 7th July to discuss the development of Canon Park Recreational Facility</p> <p>To receive feedback from the members of Berkeley Town Council that attended the consultation.</p> <p>To determine the next step in the planning process for the development of Canon Park Recreational Facility</p>
9.	<p>Planning Application</p> <p>To consider responding to the planning application S.17/1462/FUL.</p> <p>17 Canonbury Street - Full Planning Permission for conversion of the roof space to 2 flats and erection of 3 skylights to the front and 3 dormers to the rear</p> <p>To view the planning application, go to www.stroud.gov.uk/planning</p>
10.	<p>Dog Control Orders - SDC review</p> <p>To consider responding to the review of Dog Control Orders in relation to the new Public Spaces Protection Orders - see attached</p>
11.	<p>Finance Report</p> <p>To note the quarterly finance report for the period 1st April to 30th June 2017 - see attached</p>

12.	<p>Deputy Clerk - fixed term contract</p> <p>The Staff Committee recommends that the council employs a Deputy Clerk on a fixed term contract for one year beginning on the 1st September 2017. The cost of employing a Deputy Clerk has been forwarded to the Planning and Finance Committee to budget for the two years the contract spans. The Deputy Clerk would work six hours per week plus additional hours to cover holidays, sickness and cover needed at the discretion of the Clerk.</p> <p>To approve the fixed term contract for the Deputy Clerk - see attached</p> <p>To note that the Planning and Finance Committee will budget for the new contract</p> <p>To agree to employ a Deputy Clerk, on a fixed term contract, at a total cost of £ 3,692.00.</p> <p>To agree that the position and contract of the Deputy Clerk will be reviewed nine months in to the contract.</p>
13.	<p>Staffing Committee Terms of Reference</p> <p>The Staff Committee recommends that the council adopts the enclosed terms of Reference for the Staffing Committee - see attached</p>
14.	<p>CCTV Policy</p> <p>To adopt the CCTV Policy - see attached</p>
15.	<p>CCTV additions to current facility</p> <p>See attached costings plan for additional CCTV cameras in the town</p> <p>CCTV at Park View Play Area is dependent on a nearby electric supply. It is understood that the amount of electric needed for the camera would only amount to a few pence per annum</p> <p>To consider asking the Scouts if we could connect to and use their electric supply.</p> <p>To consider asking the Scouts if they would accept a contribution of £ 10.00 per annum to cover the cost of electric for the CCTV camera.</p> <p>To consider what risks may be associated with this proposal</p> <p>To instruct the Clerk on the exact locations for the new cameras, how many cameras and where the monitoring and recording equipment will be housed.</p> <p>To note that once this has been agreed the Clerk can ask Redhand to give us a firm quote for the work. This will enable us to budget for it next year plus apply for grants and contributions towards the total cost</p>
16.	<p>Office of the Police and Crime Commissioner - Commissioner's Fund</p> <p>There are conditions attached to an application to the Commissioner's Fund - see attached</p> <p>To consider making an application to the Commissioner's Fund for 50% of the capital costs associated with the installation of additional cameras to our existing CCTV facility/</p>

17.	<p>Bike feature on Town Hall</p> <p>BSQ2BSQ have said that the three bikes attached to the Town Hall can remain in place as a sign that Berkeley welcomes cyclists to the town.</p> <p>To consider making the bikes on the Town Hall a permanent feature which can be decorated with flowers in the summer and lights at Christmas.</p>
18.	<p>Legionnaires' disease</p> <p>The Health & Safety Executive has issued guidance for employers and people in control of premises - see attached</p> <p>Several years ago, a risk assessment was carried out for both buildings owned by the council and the following action taken:</p> <p>Town Hall - no action necessary</p> <p>Pavilion - the temperature on the boilers for the hot water was set at 55 degrees Celsius and the cold water was measured at below 20 degrees Celsius. The shower heads are cleaned from time to time with a caustic cleaner.</p> <p>To consider whether the council needs to take any further action</p>
19.	<p>Park View Play Area</p> <p>To consider whether the council will budget for another goal end at Park View Play Area at a cost of £4,100.00 in 2018/19</p>
20.	<p>Park View Play Area-official opening</p> <p>To consider when the official opening of the newly refurbished Park View Play Area will take place.</p> <p>To decide what format the official opening will take</p>
21.	<p>Cemetery Lodge Garden - planning permission</p> <p>At the beginning of 2016 the council agreed to make enquiries with Stroud District Council about the possibility of gaining outline planning permission on the land currently used as the garden to the Cemetery Lodge in Station Road. To date there has been no progress or feedback from SDC.</p> <p>To discuss whether the council still wants to pursue this matter and if it does to instruct the Clerk to start work on it.</p>
22.	<p>Councillor Vernon Smith - Cabinet Member Highways and Flooding</p> <p>Councillor Vernon Smith asks the council to complete the annual Highways Customer Satisfaction Survey - a copy of which was sent round by email</p> <p>To consider completing the Annual Customer Satisfaction Survey for Gloucestershire Highways</p>
23.	<p>Sarah's Field</p> <p>In order to meet the conditions of the Gloucestershire Environmental Trust grant the Sarah's Field project needs to have started before 22nd November 2017 and completed by August 2018</p> <p>To instruct the Clerk to start the Sarah's Field Project with effect from 1st August 2017</p>

24.	Sharing of Information To share information
25.	Date of next meeting The next meeting will be held on Monday 21 st August 2017 at 7.30 p.m. in the Town Hall, Berkeley.