



# BERKELEY TOWN COUNCIL

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

PLEASE ADDRESS ALL CORRESPONDENCE TO:  
**THE TOWN CLERK**

*Monday 12<sup>th</sup> February 2018*

*Dear Sir/Madam*

*You are hereby summoned to attend a meeting of  
Berkeley Town Council  
On Monday 19<sup>th</sup> February 2018 in the  
Town Hall, Berkeley at  
7.30 p.m.*

*Ms D Spiers  
Town Clerk*

## AGENDA

### Public Discussion - 30 minutes

David Howell (a local resident) will speak to the council about road safety

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

1.	Apologies and absence To note apologies and absences
2.	Declarations of Interest To receive declarations of interests from Councillors relating to items on the agenda
3.	Minutes of the last meeting To confirm and sign the minutes of the meeting held on Monday 15 <sup>th</sup> January 2018 - see attached
4.	Schedule of Payments To approve and agree to sign the payments on the schedule which will be made available at the meeting
5.	Finance Report In accordance with financial regulations full council has to receive a financial report at the end of each quarter To note the finance report to 31 <sup>st</sup> December 2017 - see attached
6.	High Street - directional signs There is a directional signpost next to 5b in High Street. The signs are constantly hit by large vehicles which causes them to knock against the property. There is damage to both the inside and outside of the property. The directional signs point towards Dr Jenner's House and St Marys Church. GCC highways is considering relocating or removing the sign and have asked what Berkeley Town Council thinks about this. To consider whether the directional signs in High Street should be relocated or removed.

7.	<p>Forward Planning for the budget 2019/20</p> <p>At recent meetings some issues were raised which the clerk was asked to put on the agenda. Neither of these issues are accounted for in the budget for the current year or next year. If the council decides to go ahead with them during the current or next financial year then it would have to rely on contingency funds to cover the cost.</p> <p>A more considered approach would be for the council to put some long term planning in place and budget for them in 2019/20</p> <p>The council owns most of the benches and the bus shelter but only owns one of the waste bins in the town. The rest of the bins in the town are owned by Stroud District Council</p> <p>a) Recycling Waste Bins</p> <p>To consider creating a budget for the replacement of all waste bins with recycling waste bins throughout the town for 2019/20</p> <p>b) Bus Shelter and Benches Maintenance</p> <p>To consider creating a budget to have the bus shelter in Salter Street and the benches throughout the town refurbished in 2019/20</p>
8.	<p>Mobile Bank - Shelter during inclement weather</p> <p>To consider offering the use of the Town Hall to the mobile bank in order that their customers can shelter from the rain when they are waiting in the queue.</p>
9.	<p>Youth Club - Service Level Agreement</p> <p>To agree to sign the Service Level Agreement between CMAS and BTC for the provision of a Youth Club in Berkeley - see attached</p>
10.	<p>Canon Park Field Development Project</p> <p>Included with the agenda is a copy of a suggested layout for the project</p> <p>To choose equipment and facilities for the Canon Park Field Project</p> <p>To agree to ask three companies to provide free designs and quotations for the Canon Park Field Development Project</p> <p>To note that the designs can then be used for further consultation with the community and to make applications for section 106 and grant funding</p> <p>To agree that part of the funding will come from section 106 funds associated with the development of 188 new houses in Berkeley.</p> <p>To agree funds will be accrued from the precept during the 3-5 years the project is in the planning as well as exploring grant funding that may be available.</p> <p>To agree that the target date for completion of the project will be 3-5 years</p> <p>To agree an overall estimated budget for the Canon Park Field Project</p>
11.	<p>Stroud Hospital League of Friends</p> <p>To consider responding to their consultation - see attached</p>

12.	<p>Berkeley Town Council Emergency Plan (2011) Review</p> <p>To note that the Emergency Plan (2011) has been reviewed, adjusted or updated where necessary</p>
13.	<p>Berkeley Town Plan 2005 Review</p> <p>A review of the Town Plan 2005 has taken place. It is suggested to council that the plan is no longer relevant to the town today. There are also many items that are actually out of date, redundant or the facility is no longer there.</p> <p>To consider removing the Berkeley Town Plan 2005 from the website.</p> <p>To consider creating a plan that enables the council to encourage developers to build houses that are more energy efficient and are of a style and size that is in keeping with our historic town.</p> <p>To consider writing to all Berkeley businesses and tourist attractions to ask them if there is anything the Town Council can do to support and help them.</p>
14.	<p>Track Maintenance - Park View</p> <p>There is a small track that runs off Park View Road giving access to the Scout Hut, Park View Play Area and Severn Trent pumping station. The track is in very poor condition with many potholes. About eighty children and their parents use the track every week, at night, when attending the scout hut. The track is also very dark during the winter nights. Families are concerned that children are going to get hurt if they fall on the uneven surface. Families with small children and buggies use the track in the daytime to access Park View Play Area. The unevenness of the track makes it difficult to walk on by all concerned.</p> <p>To consider requesting that Stroud District Council carries out re-surfacing work on the track to make a much safer environment for our residents.</p> <p>To consider requesting that Stroud District Council installs some form of lighting along the track at the rear of Park View Road</p>
15.	<p>Sarah's Field Project - contract with Stroud Valleys Project</p> <p>To agree to sign the Sarah's Field Project Partnership Agreement - see attached</p> <p>The Sarah's Field Project has officially started on 6<sup>th</sup> February. Stroud Valleys Project (who are not vat registered) will invoice us in arrears on a quarterly basis for their management costs. It will be prudent for the council to make all the other purchases direct, such as, fences, gates, plants and trees etc in order to claim back the vat.</p> <p>To note that the current budget is £ 24,383.50 and there will be a grant payment of £4,500.00 from GET to come; total budget for the Sarah's Field project is £ 28,883.50</p> <p>In order to make sure the purchasing is done on time to meet the project requirements it would be helpful to delegate authority to the Clerk to make said purchases.</p> <p>To agree to give the Clerk delegated authority to make purchases, within the budget set, for the Sarah's Field Project.</p>

16.	<p>CCTV</p> <p>The Clerk was asked to obtain a quote to add a number plate recognition camera and one other camera to the town centre CCTV system. The council has already agreed to install a new CCTV system at the pavilion at a cost of £1,856.50 + vat</p> <p>Our current CCTV provider has suggested that the two projects could be linked together and have supplied us with two options - see attached quotes</p> <p>To choose an option for installation of Pavilion CCTV, two upgraded cameras and a number plate recognition camera in the town centre.</p> <p>The council recently cancelled the project for solar panels at the Pavilion therefore there is £ 9,000.00 available that could be used for the CCTV project</p> <p>To transfer the cost of CCTV project from the Solar Panels budget</p>
17.	<p>Road Safety in Berkeley</p> <p>Points already raised with BTC are: speed limit by railway bridge and in town centre, parking layout, and kerbs in the High Street</p> <p>To create a wish list for improvements to the roads, pavements and parking in Berkeley.</p> <p>To agree to invite Cllr Brian Tipper and Highways Manager Paul Helbrow to a meeting to discuss these points with the council.</p>
18.	<p>Annual Town Meeting</p> <p>The Annual Town Meeting will take place on Monday 19<sup>th</sup> March at 7.00 p.m. in the Town Hall, Berkeley</p> <p>To consider having an agenda item that asks residents how they feel about the road safety issues raised in agenda item number 6. Any comments brought to the Annual Town Meeting can also be discussed with Cllr Tipper and Paul Helbrow.</p>
19.	<p>Sharing Information</p> <p>Councillors will take this opportunity to share information</p>
20.	<p>Date of next meeting</p> <p>The next meeting of Berkeley Town Council will be held on Monday 19<sup>th</sup> March 2018 at 7.30 p.m. in the Town Hall, Berkeley.</p> <p>This will immediately follow the Annual Town Meeting which will be held on Monday 19<sup>th</sup> March 2018 in the Town Hall, Berkeley at 7.00 p.m.</p>