



# 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 13<sup>th</sup> August 2018*

*Dear Sir/Madam*

*You are hereby summoned to a meeting of  
Berkeley Town Council  
On Monday 20<sup>th</sup> August 2018 in the  
Town Hall, Berkeley at  
7.30 p.m.*

*Ms D Spiers  
Town Clerk*

## AGENDA

### Public Discussion - 30 minutes

Residents from High Street have been invited to come and talk to the Council about parking on High Street hill

The council will receive reports from County and District Councillors 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 16 <sup>th</sup> July 2018 - see attached
4.	Schedule of Payments To approve and agree to sign the payments on the schedule which may be made available at the meeting
5.	Finance Report for the period 1 <sup>st</sup> April to 30 <sup>th</sup> June 2018 To note the Finance Report for the period 1 <sup>st</sup> April to 30 <sup>th</sup> June 2018 - see attached
6.	Planning Application To consider commenting on the planning application:  S.18/1637/HHOLD - 18 Canonbury Street - Householder Application for demolition of conservatory and erection of single storey extension to rear to form new dining and living accommodation  Planning Applications can be viewed on the website <a href="http://www.stroud.gov.uk">www.stroud.gov.uk</a>

7.	<p>Media Policy</p> <p>To review the Media Policy that was adopted on the 8<sup>th</sup> December 2014 - see attached</p> <p>To consider whether the Media Policy is still adequate for the needs of the Council</p>
8.	<p>Social Media Policy</p> <p>To review the Social Media Policy which was adopted on 15<sup>th</sup> February 2015 - see attached</p> <p>To consider if the Social Media Policy is adequate for the needs of the Council</p>
9.	<p>Community Design Statement Steering Group</p> <p>A Community Design Steering Group can be made up of 4-6 people some of which do not need to be members of the Council</p> <p>To consider setting up a Community Design Statement Steering Group</p> <p>To create the Terms of Reference for the Community Design Statement Steering Group - attached is a copy of terms of reference that could be adapted to suit the needs of Berkeley Town Council</p> <p>To agree which members of the Council will join the Community Design Statement Steering Group</p>
10.	<p>Road Safety Project Report</p> <p>PCSO Mike Trebble will be starting the competition with Berkeley Primary School, to design "Slow Down" signs for Berkeley, during the autumn term</p> <p>Councillor Harcourt will report back to Council on the outcome of his meeting with The Highways Manager Paul Helbrow</p> <p>To review the outcome of discussions held with High Street residents about parking on High Street hill.</p> <p>To consider what the next step in the Road Safety project will be</p>
11.	<p>Play Parks Remedial Works</p> <p>The Clerk has obtained quotes to carry out remedial works and painting to play equipment as recommended by the Rospa Safety Report</p> <p>The work can be allocated by the Clerk under the delegated authority as long as it comes within the budget allocated for each site. These works were not budgeted for therefore the council needs to consider transferring funds from Contingency to each play park.</p> <p>To consider transferring £764.00 from Contingency to Canon Park Field &amp; Play Area Budget</p> <p>To consider transferring £ 1774.00 from Contingency to Park View Play Area Budget</p>
12.	<p>Jojo's Bar - Cllr Harcourt</p> <p>Councillor Harcourt proposes that the Council writes to the Licensing Authority about Jojo's Bar.</p> <p>To consider writing to the Licensing Authority about Jojo's Bar.</p>

13.	<p>Town Hall Lift Adjustments</p> <p>To note that the contractor that was appointed to carry out the work on the lift has since passed away. He was a sole trader therefore the contract has now been cancelled by his family.</p> <p>The Council may wish to take this opportunity to review the adjustments before any attempt is made to find an alternative contractor for the work</p>								
14.	<p>Town Hall &amp; Pavilion Insurance</p> <p>We have recently carried out Structural Surveys on both the Pavilion and Town Hall. As a part of the report the Surveyor has given a reinstatement insurance value for both buildings.</p> <p>The buildings are currently insured in the following amounts:</p> <table data-bbox="300 728 821 801"> <tr> <td>Town Hall</td> <td>£1.2m</td> </tr> <tr> <td>Pavilion</td> <td>£ 383,754.89</td> </tr> </table> <p>The Surveyor has put a buildings insurance value of:</p> <table data-bbox="300 896 821 969"> <tr> <td>Town Hall</td> <td>£ 350,000.00</td> </tr> <tr> <td>Pavilion</td> <td>£ 225,000.00</td> </tr> </table> <p>To review the insurance cover for the Town Hall and Pavilion</p> <p>To consider whether any changes should be made to the insurance cover for the Town Hall and the Pavilion.</p>	Town Hall	£1.2m	Pavilion	£ 383,754.89	Town Hall	£ 350,000.00	Pavilion	£ 225,000.00
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15.	<p>Sarah's Field Project - funding</p> <p>The original design for the project is progressing well and within budget. We have received the grant of £5,000.00 from Gloucestershire Environment Trust Company. As part of the grant application we agreed to donate £500 to Gloucestershire Wildlife Trust because they helped us with the formalities.</p> <p>To agree to make a payment of £500 to Gloucestershire Wildlife Trust.</p> <p>Stroud Valleys Project have been using water from the rhine that runs along the southern boundary of Sarah's Field to keep the newly planted trees alive during this hot weather. As a consequence, it has highlighted a health &amp; safety issue for when the public is using the site. There is a sharp drop in to the rhine which is obscured from view by reeds. Fencing for this area was not included in the original design and therefore the budget.</p> <p>To improve safety for the public while still making the rhine accessible to both the public and the Severn Land Drainage Board will require signs, gates and fencing along the whole of the southern boundary.</p> <p>A best guess costing for this extra work is £3,000.00 because the work will be done by contractors not volunteers.</p> <p>To agree to increase the Sarah's Field Project Budget by £ 3,000.00 for the extra fencing.</p>								

16.	<p><b>Youth Club Review</b></p> <p>The Council set up a one year contract with CMAS to run Berkeley Youth Club. The club is going very well and the staff and young people have made good contacts with the local community. It was agreed that the Council would review the contract before the end of the year. The contract is due to end in February 2019.</p> <p>To start the process of reviewing the Youth Club and CMAS. The review will be completed at the September meeting</p> <p>To determine what further information the Council will need for the September meeting.</p>
17.	<p><b>Town Improvements - Trees and Shrubs</b></p> <p>Residents have taken on a piece of waste land in Park View Road, initially as a part of the BSQ2BSQ displays. They would like to continue with the maintenance and planting of shrubs on what is otherwise an untidy piece of land. The land is currently owned by Stroud District Council. Councillor Tucker proposes that Berkeley Town Council adopts the land and he will plant the shrubs.</p> <p>To consider adopting and maintaining a piece of land in Park View Road.</p> <p>Councillor Tucker proposes to plant four trees on the green in the middle of Park View Road</p> <p>To agree to purchase four trees to be planted on the green in the middle of Park View Road.</p> <p>Councillor Tucker proposes to plant four trees in Park View Play Area.</p> <p>To agree to purchase four trees to be planted in Park View Play Area.</p> <p>To agree to increase the Town Improvement Budget by £700.00 to pay for trees and shrubs to be planted in the Park View area of town.</p>
18.	<p><b>CCTV camera overlooking football stand.</b></p> <p>There have been ongoing problems with graffiti and rubbish at the football stand. It has been suggested that the Council install a CCTV camera overlooking the stand to provide a deterrent to the anti-social behaviour that sometimes takes place in the stand.</p> <p>Our current CCTV provider can install a camera with a 97mm lens and an Infrared range of 120m which should cover the area very well. The cost for this including lamp post electrical conversion, cherry picker hire, wireless and camera configuration is £1013.00 + vat</p> <p>To consider installing a CCTV camera overlooking the football stand at Canon Park Recreational Facility at a cost of £ 1013.00 + vat</p> <p>To create a budget for the CCTV Camera overlooking the football stand</p>

19.	<p>Wild Flowers for Berkeley</p> <p>To consider planting some of the green spaces in the Town with wild flowers.</p> <p>To earmark certain areas for planting with wild flowers.</p> <p>To agree a budget for planting wild flowers in Berkeley.</p>
20.	<p>Sharing Information</p> <p>Councillors will take this opportunity to share information</p>
21.	<p>Date of next meeting</p> <p>The next meeting of Berkeley Town Council will be held on Monday 17<sup>th</sup> September 2018 at 7.30 p.m. in the Town Hall, Berkeley.</p>