



# BERKELEY TOWN COUNCIL

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

*Monday 3<sup>rd</sup> December 2018*

*Dear Sir/Madam*

*You are hereby summoned to a meeting of  
Berkeley Town Council  
On Monday 10<sup>th</sup> December 2018 in the  
Town Hall, Berkeley at  
7.30 p.m.*

*Ms D Spiers  
Town Clerk*

## AGENDA

1.	<p>Public Discussion - 30 minutes</p> <p>Members of the public will have the opportunity to discuss matters with the Council. Each person will have a time limit of 3 minutes</p> <p>Berkeley Town Council will receive reports from County and District Councillors during public discussion time. Each councillor will have a time limit of 3 minutes</p> <p>Public Discussion time will end promptly at 8p.m.</p>
2.	<p>Apologies and absence</p> <p>To note apologies and absences</p>
3.	<p>Declarations of Interest</p> <p>To receive declarations of interests from Councillors relating to items on the agenda</p>
4.	<p>Minutes of the last meeting</p> <p>To confirm and sign the minutes of the meeting held on Monday 19<sup>th</sup> November 2018 - see attached</p>
5.	<p>Schedule of Payments</p> <p>To approve and agree to sign the payments on the schedule which may be made available at the meeting</p>
6.	<p>Stroud District Council - Local Plan Review Emerging Strategy Paper</p> <p>The Stroud District Council Local Plan Review Emerging Strategy Paper is available for consultation until 18<sup>th</sup> January 2019. A copy has been distributed by email and it is available on the website <a href="http://www.stroud.gov.uk">www.stroud.gov.uk</a> A hard copy is also available at the town council office for the public to view.</p> <p>To consider responding to the Local Plan Review Emerging Strategy Paper consultation</p>

7.	<p><b>Canon Park Field - Maintenance of Drainage Lines</b></p> <p>The drainage lines at Canon Park field have dropped and are in need of topping up. The Severnside Nuclear YFC have begun playing on the field and are concerned that the depth of the trenches could lead to injury - see attached letter</p> <p>A solution has been recommended by the original contractor to back fill with soil and add new grass seed to each drainage line trench. Severnside Nuclear YFC is prepared to provide the volunteer labour if Berkeley Town Council can provide the soil and seed. The club have already done one test backfill and seeding which has been successful. They have asked if BTC can re-imburse them for the soil and seed they have already purchased.</p> <p>To consider re-imbursing Severnside Nuclear YFC £ 384.30 for the cost of materials already purchased for the repairs (invoices have been made available)</p> <p>To consider purchasing soil and grass seed to repair the drainage lines at Canon Park Field at a cost of approximately £ 2,000.00</p> <p>To agree to transfer £2,385.00 from contingency to Canon Park Field budget</p>
8.	<p><b>Councillor Training</b></p> <p>We have been provisionally booked in to receive Councillor Training on the 25<sup>th</sup> and 26<sup>th</sup> March 2019. The sessions will run from 6-9pm and will take place in the meeting room of the Town Hall, Berkeley. The total cost will be £600.00 plus the Council will provide the refreshments. It is expected that all Berkeley Town Council members will attend and there will be invites to other Councils to fill up to 5 other spaces</p> <p>To agree to hold the Councillor Training on the 25<sup>th</sup> and 26<sup>th</sup> March 2019 at a cost of £600.00</p>
9.	<p><b>Sarah's Field - Grounds Maintenance</b></p> <p>The Sarah's Field Project contract is coming to an end therefore a maintenance contract will have to be in place ready for the growing season starting April 2019.</p> <p>The maintenance requirements are as per the attached plan</p> <p>The maintenance plan for area 1 would be carried out by our current ground maintenance contractors T W Hawkins &amp; Sons. It will also include the maintenance that is already being carried out at Sarah's Field i.e. grass verge and hedge cutting. The annual cost for this would be approximately £ 800.00</p> <p>The maintenance plan for area 2 requires 15 days plus travel expenses. This includes the plan manager (water meadow/orchard/wildlife expertise) and volunteers provided by Stroud Valleys Project. The annual cost for this would be £ 2562.50</p> <p>Stroud Valleys Project can also provide community days at Sarah's Field, such as Wassail Day, Apple Day and Pond Dipping Day with the school at a cost of £213.50 per day.</p> <p>To agree to set up the maintenance plans with Stroud Valleys Project and T W Hawkins and Sons for Sarah's Field at a total cost of £ 3,400.00 from April 2019</p> <p>To agree to include a budget of £ 3,400.00 for the maintenance of Sarah's Field for 2019/20</p> <p>To consider setting up Community Days at Sarah's Field at a cost of £213.50 per day</p> <p>To agree a budget of £640.50 for community days at Sarah's Field</p>

<p>10.</p>	<p>Town Hall Three Year Maintenance Plan</p> <p>The Buildings Survey Report for the Town Hall reached the following conclusions;</p> <p>“Overall, the subject property is in a generally reasonable condition throughout with no significant defect or essential repairs being noted. Some expenditure should be anticipated but only with regard to works of normal routine maintenance and isolated repairs in parts. This is no more than what would normally be encountered in a building of this type and age. It is however recommended that the following items are given priority when managing a maintenance schedule for the property:”</p> <p>Externally - Re-fix any loose, broken or slipped roof tiles and carry out annual inspections of the main roof and parapet walls. Carry out a camera inspection of the underground drains. Carry out ongoing maintenance and decoration of all external joinery.</p> <p>Internally - Replace damaged ceiling tiles in function room. Carry out ongoing surface decoration.</p> <p>There was some additional advice with regards to there being a slight risk that asbestos may have been used in the construction however the Clerk can report that all asbestos was removed from the building several years ago.</p> <p>In addition to the report it is in the diary that the following inspections are now due</p> <p>P.A.T. testing expired May 2017</p> <p>Electrical Installation Inspection last done December 2013</p> <p>Emergency Lighting Periodic Inspection last done November 2014</p> <p>Fire Safety Certificate expired July 2018</p> <p>To determine a maintenance plan for the Town Hall</p> <p>To agree a Town Hall Maintenance Budget for 2019/20</p>
<p>11.</p>	<p>Pavilion Three Year Maintenance Plan</p> <p>The Buildings Survey Report for the Pavilion reached the following conclusions;</p> <p>“Overall, the subject property is in a generally reasonable condition throughout with no significant defect or essential repairs being noted. Some expenditure should be anticipated but only with regard to works of normal routine maintenance and isolated repairs in parts. This is no more than what would normally be encountered in a building of this type and age. It is however recommended that the following items are given priority when managing a maintenance schedule for the property:”</p> <p>Externally - Re-fix any loose, broken or slipped roof tiles. Carry out a camera inspection of the underground drains. Replace missing vent cover to the left hand side of the building. Decorate external wooden doors. Provide end cap guttering on car park side of the building and regularly check roof valley hopper. Remove all plant growth adjacent to the rear walls. Replace missing protective cage to front external light. Re-fix and re-secure barbed wire to building.</p> <p>Internally - Replace damaged cupboard door to inner lobby area. Carry out ongoing routine surface decoration. Replace missing window handle.</p> <p>There was also advice given on the possibility that asbestos might be present. The Clerk can report that to the best of her knowledge the Pavilion has not been checked for asbestos.</p>

	<p>There is now a 25 year lease in place at the Pavilion which stipulates that the tenant is now responsible for internal décor and tests such as the Fire Safety Certificate and P.A.T. testing. The Landlord (the Council) is responsible for the fabric of the building</p> <p>It is in the diary that the following inspections are now due</p> <p>Emergency Lighting Periodic Inspection - last done December 2013</p> <p>Electrical Installation Inspection - last done December 2013</p> <p>To determine a maintenance plan for the Pavilion</p> <p>To agree a budget for the Pavilion Maintenance for 2019/20</p>
12.	<p>Sharing Information</p> <p>Councillors will take this opportunity to share information</p>
13.	<p>Date of next meeting</p> <p>The next meeting of Berkeley Town Council will be held on Monday 21<sup>st</sup> January 2019 at 7.30 p.m. in the Town Hall, Berkeley.</p>