

**Minutes of the meeting of the Clare Town Council
Environment Committee
held in Clare Old School Community Centre at 7.00pm
on Wednesday 7th June 2017**

Present: Cllrs. P Bishop, P Gryce, G Mallows, L Perceval-Maxwell,
Lay member Mrs O Smith, Mr T Pickerin
Mr K Mison - Cemetery Management Officer, Claire Ebeling – Clerk
1 member of the public

1 To consider nominations for the Chair of the Environment Committee

Cllr. Gryce nominated Cllr. Perceval-Maxwell who accepted the nomination. Cllr. Mallows seconded the nomination. Approved unanimously.

2 To receive apologies for absence None

3 To confirm Councillor and lay members of the Environment Committee

Cllrs. Perceval-Maxwell, Bishop, Mallows and Gryce were confirmed as councillor members, Mrs O Smith and Mr T Pickerin were confirmed as lay members.

4 To receive declarations of members' interests and consider requests for dispensation
None.

5 To agree the Terms of Reference of the Environment Committee

The terms of reference were discussed and updated. Additional items were added to incorporate the actions agreed within the development plan. However it was agreed that item 8B of the Development Plan should be reworded to take into account the fact that trip hazards should be reported to Suffolk County Council and that regular monitoring by Town Council staff is not feasible. Also to incorporate informing and encouraging parishioners to report all environment issues (e.g. trip hazards, potholes, overgrown pavements etc) and contact information for reporting. As the action plan had been agreed by the Town Council in a previous meeting, it was agreed to recommend the amendment of item 8B of the Development Plan to the Town Council.

It was agreed that the contact details for reporting such items be placed as a permanent notice in Pashlers Alley.

Clerk

Section of the meeting open to the public:

6 Public Participation

Mr Mison asked if the council had received a response regarding the report of a large advertising banner on the development on the previous Martins site in Stoke Road. The Clerk reported that the response from St Eds had been that no action was required because the advert was placed on a partly built dwelling and would therefore be likely to be only temporary, to be removed when the building of the dwelling was complete. It was agreed that the Clerk would respond to the Borough Council to express its disappointment that this would be allowed with no action taken in terms of the lack of a relevant planning application.

Clerk

End of public section of the meeting

7 To approve the minutes of the last meeting held on 3rd May 2017.

Approved unanimously.

8 To receive an update on actions from the meeting

The Clerk reported that she had consulted Suffolk County Council regarding options for a less obtrusive grit bin and is awaiting a response. She also reported that a suggestion had been made to clad the bin in wood as a way of disguising it as a planter, however, there are no plans for other planters in Pashlers Alley due to the narrow nature of the thoroughfare. Mr Mison suggested that a replacement bin with wheels would allow for the bin to be moved out of view during the summer months, however, the ease of removal could also be detrimental. The Clerk will look into the cost, size and colour of wheeled grit bins.

Clerk

9 To review progress on the schedule of maintenance for Town Council assets

See attachment to the minutes.

Cllr. Gryce reported that the bench in need of attention next would be the one by the gasworks in Cavendish Road, it will need some bars replacing however, it is not required urgently.

10 To receive a report from the Cemetery Management Officer/Administrator

Mr Mison reported that following correspondence from a parishioner to the Clerk regarding a memorial, he advised that a memorial tree would be suitable behind the proposed new memorial bench opposite the cremation area in the cemetery and recommended some colourful trees for consideration. The Clerk will contact the parishioner accordingly.

Clerk

11 To receive an update on 'Walkers are Welcome'

Cllr. Gryce requested that this item be deferred as Mr Blake is unable to attend.

12 To receive an update on footpaths

Cllr. Gryce reported that the first cut of the footpaths has been completed satisfactorily by the Town Council's contractor and payment has been received from Suffolk County Council.

13 To receive a correspondence report from the Clerk

The Clerk reported that she had consulted the Waste Officer at St Edmundsbury Council regarding the possibility of an additional dog bin on the footpath behind the Swan. The Waste Officer had assessed the site and stated that he did not think it would be necessary but recommended that any new/replacement bins are the new design which are suitable for dog waste and general waste.

The Clerk reported that CLASP had arranged to have the bench on the green in front of the Baptist church refurbished and cleaned instead of replaced. CLASP requested that the Town Council arrange for some paving slabs to be fitted in the footwell to avoid a worn and muddy patch. Agreed unanimously.

Clerk

The Clerk reported that a quote was imminent for work to place small bollards on the Callis Street green to prevent parking. In the meantime it was agreed that the Clerk will write to the owners of the Globe and the Cock to ask them to refrain from parking their vehicles on the green and to ask their customers also to refrain.

Clerk

Regarding ongoing concerns about parking close to the Primary school and on greens not owned by the Town Council, it was suggested that this be referred to the Traffic working group.

Clerk

14 To receive agenda items for next meeting

To receive a report from the Cemetery Management Officer

To receive a correspondence report from the Clerk

To review progress on the schedule of maintenance for Town Council asset

To receive an update on 'Walkers are Welcome'

To consider the tree survey report.

15 To confirm the date of the next meeting as Wednesday 5th July 2017 at 7pm.

Meeting closed at 8.10 pm

Attachment to the Minutes - Terms of Reference

1. To meet monthly, on the first Wednesday of each month.
2. To act as custodian of environmental issues for the Town Council and take a lead role on its behalf in relation to all such matters.
3. To develop, implement, monitor and evaluate the Town Council Development Plan in respect of Environmental issues.
4. To be responsible for the security, upkeep, safety and development of the Cemetery, the Nuttery, the War Memorial; and trees and greenswards that are under the control of the Town Council.

5. To continue to improve footpaths e.g. by managing the cutting of footpaths formerly cut by Suffolk County Council. To level, widen and improve surfacing as time and funds allow.
6. To be responsible for the Town Council's activities as a burial authority and take all actions necessary to ensure legal and health and safety compliance and a suitable experience for cemetery users.
7. To be responsible for the security, upkeep, safety and development of all other Town Council environmental assets including grit, litter and dog bins, bus shelters, the town Signs, noticeboards, street furniture and other equipment.
8. To implement, monitor and review as appropriate, maintenance and risk management strategies and schedules in respect of all the above assets.
9. To monitor the work of the Street Wardens and review and amend as necessary the scope of their schedules, routes and tasks.
10. To assist the Town Clerk with HR, health and safety and other line management issues in relation to the Street Wardens.
11. To monitor environmental issues such as dog-fouling, fly tipping and posting, graffiti and litter and instigate actions and try to influence as necessary.
12. To consider and recommend to the Town Council the annual precept for environmental expenditure and to monitor expenditure against precept during the year.
13. To consider and recommend to the Town Council developments and projects that enhance the environment, or the Town Council's environmental response, in order to benefit parishioners and visitors in a cost-effective and sustainable way.
14. To monitor public areas in Clare and encourage the reporting of issues to the appropriate authority for repair/action.