

**NORTHWAY PARISH COUNCIL**

Minutes of a meeting of the General Purposes Committee held on Wednesday 19<sup>th</sup> May 2021 at Northway Community Hub, Lee Walk, Northway, commencing at 7:05 p.m.

Present: Cllr S Ward (Committee Chairman) Cllr S Terry (Committee Vice Chairman)  
Cllr M Barnes Cllr P Godwin  
Cllr P Mackenzie Cllr E MacTiernan  
Cllr E Phennah Cllr J Roberts  
Cllr G Shelton Cllr T Treacy

In attendance: Mrs C Woodward, Clerk of the Council  
Mrs L Stewart, Clerk's Assistant

GP/69/21 **Election of Committee Chairman for the Municipal Year**

Cllr Terry PROPOSED that Cllr Ward was elected Chairman of the General Purposes Committee. No further nominations were received. Cllr Ward accepted the nomination. Cllr Roberts SECONDED.

FOR: UNANIMOUS

GP/70/21 **Apologies for Absence**

Apologies for absence had been received from Cllr Blackmore.

GP/71/21 **Election of Committee Vice-Chairman for the Municipal Year**

Cllr Godwin PROPOSED that Cllr Terry was elected Vice-Chairman of the General Purposes Committee. No further nominations were received. Cllr Terry accepted the nomination. Cllr Ward SECONDED.

GP/72/21 **Declarations of Interest**

No declarations of interest were made as required by the Code of Conduct adopted by the Parish Council on 11<sup>th</sup> July 2012 (Min Ref C/159/12), including paragraph 12(2).

GP/73/21 **Previous Minutes**

The Clerk's Assistant advised that a price had been mistyped on page 6 the Minutes of the General Purposes Committee Meeting held on Wednesday, 21<sup>st</sup> April 2021, this had since been amended. Cllr Terry PROPOSED that the Minutes should be approved as a true and accurate record. Cllr Ward SECONDED.

FOR: UNANIMOUS

GP/74/21 **Matters Arising from the Previous Minutes**

***GP/58/21 Northway Playing Field > Concrete Walls*** – A contractor had been instructed to repair the concrete walls in Northway Play Park.

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### GP/74/21 **Matters Arising from the Previous Minutes** (continued)

**GP/60/21 The Park > Bollards** – A contractor had been instructed to replace the bollard on The Park.

**GP/59/21 Joan's Field > Memorial Stone** – The quotation for repainting of wording on the Millennium/memorial stone had been accepted.

**GP/58/21 Northway Playing Field > Other Issues** – Letters of thanks were circulated to some of the volunteers who helped tidy up the Playing Field following a vigil (contact details for one could not be obtained).

**GP/58/21 Northway Playing Field > Other Issues** – A statement was posted on social media thanking members of the community, councillors and staff for helping with the clear up (following the vigil).

**GP/66/21 Correspondence for Action** – Details of available funding was forwarded to the Football Club, however, they did not feel that they met the criteria.

**GP/56/21 Parish Maintenance > Grass Cutting** – Tewkesbury Borough Council had confirmed grant of £1,000 towards cutting and maintenance of verges.

### GP/75/21 **GP Projects Working Party**

- i. **Meeting on 26<sup>th</sup> April 2021** – Notes from the meeting of the GP Projects Working Party meeting held on 26<sup>th</sup> April had been circulated to Members.
  - a. Members had been circulated a copy of results from the Gym/Fit Zone survey (Min Ref: GP/57/21 refers) which had received 48 responses. An Expression of Interest had also been submitted towards Section 106 funds. It was noted that the Football Club had written a letter of support.
  - b. Caloo had advised that the existing section of tarmac would need extending in both width and length to fit the gym equipment. It was suggested that options could be considered further once the Council knew whether or not its bid for funding had been successful.
  - c. The Council was advised that the survey relating to Joan's Field access and the wheelchair swing was still running, however, to date, there had been a total of 106 responses.

Cllr MacTiernan pointed out that it was not clear what age bracket the people who answered yes to being disabled were in. It was pointed out that this could be established by viewing the responses individually.

Cllr Terry mentioned that she had spoken to the Funding Officer at Tewkesbury Borough Council who advised that one letter requesting a wheelchair swing was enough cause for the Council to progress with such a project.

Cllr MacTiernan felt that £11,000 was a lot of money for the Council to spend on a wheelchair swing without knowing how many people would use it or whether it would be vandalised. She also felt that the Skate Park upgrade should be progressed ahead of this. Cllr Roberts explained that the Council had discussed this at the last General Purposes Committee Meeting and agreed to proceed with the wheelchair swing and apply for the Tewkesbury Borough Capital Grant Fund, for which the deadline was not many weeks away (GP/57/21 refers).

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GP/75/21 **GP Projects Working Party** (continued)

Members were asked whether they would prefer to see tarmac or wet pour surfacing installed beneath the wheelchair swing. Cllr Terry PROPOSED tarmac. Cllr Mackenzie SECONDED.

FOR:	Cllr Terry	Cllr Mackenzie
	Cllr Barnes	Cllr Godwin
	Cllr Phennah	Cllr Roberts
	Cllr Shelton	Cllr Treacy
	Cllr Ward	

ABSTENTIONS: Cllr MacTiernan

Cllr Terry confirmed that she had mostly completed the application for funding but would be having a meeting with the Clerk to add in the final details.

- d. It was advised that, due to having received more than forty responses to the second survey, the Council had been required to upgrade its SurveyMonkey subscription (Min Ref: GP/57/21 refers). A discount of 30% had been offered for a years' subscription which then became the best value option (total cost £217). Cllr Shelton PROPOSED that this cost was ratified. Cllr Mackenzie SECONDED.

FOR: UNANIMOUS

- e. A quotation from GRCC was still being awaited for consultation services (Min Ref: GP/57/21 refers).
- f. It was noted that Cllr Treacy was due to attend Inform Gloucestershire's webinar on 25<sup>th</sup> May 2021. Cllr Barnes also expressed interest in attending.
- g. No further issues were raised for consideration before the next GP Projects Working Party meeting on 2<sup>nd</sup> June 2021.
- h. Due to the Finance Committee meeting at 7pm on 2<sup>nd</sup> June, it was AGREED that the GP Projects Working Party meeting should take place at 11am, via Zoom.

GP/76/21 **Northway Playing Field**

- i. **Northway Play Park** – Inspection reports relating to the Play Park had been received, including the annual report from RoSPA. The following issues were raised:
- a. **Pathway:** *Surface is cracking (risk level: very low) - no reasonably practicable action identified.*
- b. **Cableway 1/2:** *Item is not working (spring brake not engaging on traveller) (risk level: low) - dismantle and inspect according to manufacturer's instructions.*

It was noted that this had been investigated following the previous year's report and no brake could be found on the cableway. Cllr Roberts PROPOSED no action was taken. Cllr Terry SECONDED.

FOR: UNANIMOUS

- c. **Cableway 2/2:** *Surface needs repair (risk level: medium) – repair.*

Youths had pulled up some of the matting beneath the cableway which the litter

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GP/76/21 **Northway Playing Field** (continued)

picker had then placed behind the palisade fencing. It was requested that, should any Councillor be passing the Play Park, they kindly consider collecting the mats and delivering them to the Community Hub.

It was confirmed that a contractor had been instructed to replace/re-lay matting beneath the cableway, therefore, this matter was in hand.

- d. **Swings (Junior and Toddler)** – *Swing suspension(s) missing (for social distancing) (risk level: very low).*

Cllr Roberts PROPOSED that the councils who had been delegated authority to respond to Covid-19 issues should be tasked with reviewing when the missing swings should be replaced. Cllr Terry SECONDED.

FOR: UNANIMOUS

- e. **Signage** – *There is significant corrosion on this item (no golf/archery sign) (risk level: medium) – replace the item* – Cllr Ward PROPOSED that this sign should be removed.

FOR: UNANIMOUS

- ii. **Northway Skate Park** – Inspection reports relating to the Skate Park had been received, including the annual report from RoSPA. The following issues were raised:

- a. **Overall Site: Maintenance Finding 1/2** – *Life expectancy is under 3 years, depending upon volume of users and level of vandalism (risk level: low) - programme replacement.*
- b. **Overall Site: Maintenance Finding 2/2** – *Glass is present (risk level: medium) - remove.* It was noted that this was a regular issue addressed by the litter picker'.
- c. **Fun Box 1/2** – *Welds are cracked (risk level: low) – repair.* Cllr Roberts PROPOSED that the Council should get the welds repaired. Cllr Terry SECONDED.

FOR: Cllr Roberts Cllr Terry  
Cllr Barnes Cllr Godwin  
Cllr Mackenzie Cllr Phennah  
Cllr Shelton Cllr Treacy  
Cllr Ward

AGAINST: Cllr MacTiernan

- d. **Fun Box 2/2** – *The transition between ground and unit exceeds 5mm (risk level: medium) – modify.* Cllr Ward PROPOSED that the Council should rectify this.

FOR: Cllr Ward Cllr Barnes  
Cllr Godwin Cllr Mackenzie  
Cllr Phennah Cllr Roberts  
Cllr Shelton Cllr Terry  
Cllr Treacy

AGAINST: Cllr MacTiernan

- e. **Grind Rail** – *The distance between the lower edge of a rail and the rolling surface should be at least 200 mm (risk level: low) – no reasonably practicable action is identified.*

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GP/76/21 **Northway Playing Field** (continued)

- f. **Half Pipe 1/5** – *Item is rusting in places (risk level: low) – repair.* Cllr Ward PROPOSED that this should be repaired.

FOR:            Cllr Ward            Cllr Barnes  
                  Cllr Godwin        Cllr Mackenzie  
                  Cllr Phennah       Cllr Roberts  
                  Cllr Shelton        Cllr Terry  
                  Cllr Treacy

AGAINST:      Cllr MacTiernan

- g. **Half Pipe 2/5** – *Riding surface would benefit from repainting to make less slippery.*

- h. **Half Pipe 3/5** – *Welds are cracked (risk level: low) – repair.* Cllr Ward PROPOSED repair.

FOR:            Cllr Ward            Cllr Barnes  
                  Cllr Godwin        Cllr Mackenzie  
                  Cllr Phennah       Cllr Roberts  
                  Cllr Shelton        Cllr Terry  
                  Cllr Treacy

AGAINST:      Cllr MacTiernan

- i. **Half Pipe 4/5** – *Barriers of minimum height 1200 mm should be fitted (risk level: low) – no reasonably practicable action is identified.*

- j. **Half Pipe 5/5** – *The distance between the top of the platform and the lower edge of the barrier should not exceed 60 mm (risk level: low) – no reasonably practicable action is identified.*

- k. **Driveway 1/2** – *The distance between the lower edge of a rail and the rolling surface should be at least 200 mm (risk level: low) – no reasonably practicable action is identified.*

- l. **Driveway 2/2** – *The transition between ground and unit exceeds 5 mm (risk level: medium) – modify.* It was AGREED that this should be addressed as with the Fun Box.

- m. **Wave Ramp (Serpent)** – *The concrete is not in good condition (risk level: low) – repair.* Cllr Mackenzie PROPOSED that the surface should be repaired. Cllr Barnes SECONDED.

FOR:            Cllr Mackenzie      Cllr Barnes  
                  Cllr Godwin        Cllr Phennah  
                  Cllr Roberts        Cllr Shelton  
                  Cllr Terry            Cllr Treacy  
                  Cllr Ward

AGAINST:      Cllr MacTiernan

The litter picker had reported that used condoms had been removed from the Skate Park three days in a row.

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GP/76/21 **Northway Playing Field** (continued)

iii. **M.U.G.A / Outdoor Gym**

- a. **Inspection Reports** – Inspection reports relating to the MUGA / Outdoor Gym had been received, including the annual report from RoSPA. The following issue was raised:

1. **Exercise Equipment** – *Bearings require service (risk level: low) – service the bearings. As the Council was in the process of trying to replace the equipment, Cllr Ward PROPOSED no action was taken.*

FOR: UNANIMOUS

2. **Basketball Post (by Car Park)** – *Item is cracked (backboard) (risk level: very low) – No reasonably practicable action is identified).*

- b. **MUGA Line Markings** – It was noted that the line markings on the MUGA had faded and required repainting. Quotations had been received and these were tabled.

Cllr MacTiernan PROPOSED that the Council should not repaint the markings. Cllr Mackenzie SECONDED.

FOR: UNANIMOUS

- iv **BMX Humps** – Inspection reports relating to the BMX Humps had been received, including the annual report from RoSPA. The following issue was raised:

1. **Track** – *Surface is uneven (cracks and holes across the surface) (risk level: medium) – repair.* Cllr Roberts PROPOSED that the holes were filled with soil. Cllr Terry SECONDED.

FOR: UNANIMOUS

- v **Security** – Quotations were still being awaited following agreement at the previous meeting to investigate a more secure gate (Min Ref: GP/58/21 refers).

- vi. **Goal Post Hole Covers** – It was noted that a hedgehog had needed to be rescued after falling into one of the goal post holes on the Playing Field. Concerns were raised that the holed might also cause a hazard to people and/or dogs. Members considered whether it might be suitable to apply for Section 106 Funds towards goal post hole covers. Cllr Phennah PROPOSED that the Council should progress purchase of goal post covers, with S106 funds if possible. Cllr Ward SECONDED.

Cllr Treacy suggested that spare covers should also be purchased. Cllr Phennah accepted this addition to the proposal.

FOR: UNANIMOUS

- vii. **Fete** – Cllr Godwin advised that Northway Community Volunteers had decided not to hold the Northway Fete later that year.

- viii. **Other Issues** – Members were advised that a resident had contacted the office following an incident that took place some weeks before at the Playing Field. The resident's husband had appeared to be very ill and so an ambulance was called. Upon arrival, the ambulance service had been unable to access the car park due to the height restrictor.

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GP/76/21 **Northway Playing Field** (continued)

Although the resident appreciated that the Council needed to protect the field from travellers, she wondered if there was any arrangement that could be made to ensure this did not happen again (i.e. a keyholder).

Members felt that it would be too big a responsibility on someone to act as keyholder and there was no other way of making the field more accessible without increasing the risk of travellers gaining access. Cllr Roberts felt that that the Council needed to balance the risk of travellers gaining access vs. the likelihood that someone would need an ambulance. Cllr Roberts PROPOSED keeping things as they were. Cllr Treacy SECONDED.

FOR: UNANIMOUS

GP/77/21 **Joan's Field**

- i. **Giant Hogweed** – Cllr Roberts confirmed that he had undertaken an inspection of Joan's Field for Giant Hogweed and no issues were found.
- iii. **Other Issues** – Cllr Mackenzie asked whether anything could be done to make the slope at the back of Joan's Field (from access path running behind Kestrel Way) safer as it was treacherous. The Clerk mentioned that the Council had looked into providing steps and a handrail in the past but its insurance company advised that there would be liability risks. Cllr Ward suggested that the Council investigated this again as part of the larger Joan's Field project.

GP/78/21 **The Park Amenity Land**

- i. **Inspection Report** – No issues were raised following inspections of the Teenage Shelter.
- ii. **Bollards** – A quotation of £208 had been received for installation of metal wire at the base of the bollards on The Park that did not already have it on. Cllr Roberts PROPOSED acceptance. Cllr Ward SECONDED.

FOR: UNANIMOUS

- iii. **Other Issues** – Cllr Mackenzie mentioned an area on The Park which got quite boggy after heavy rainfall, he suggested it might be nice to leave this patch uncut. Cllr Roberts PROPOSED that the Council asked SmartCut to no longer cut this bit of grass. Cllr Ward SECONDED.

FOR: UNANIMOUS

GP/79/21 **Dog Issues**

A meeting of the Dog Issues Working Party had been scheduled for 7<sup>th</sup> July 2021 at 7pm and would be held via Zoom.

GP/80/21 **Parish Maintenance Contract**

- i. **Weed Spraying** – County Cllr Smith had advised that he would be willing to support

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### GP/80/21 **Parish Maintenance Contract** (continued)

the Council with part funding the cost of weed killing, in principle, (Min Ref: GP/63/21 refers) but he could not confirm until after a County Council meeting on the 19<sup>th</sup> May 2021. It was AGREED that this should be deferred.

- ii. **Other Issues** – No other issues were raised.

### GP/81/21 **Drainage and Flooding**

- i. **Reports** – No reports were made in relation to drainage and flooding.
- ii. **Flood Warden** – Cllr Mackenzie (Flood Warden) mentioned that comments had been made on Facebook about the drains not being cleared, especially on the Northway Lane motorway bridge. The Clerk recalled that these drains had, in fact, been cleared recently but offered to report to GCC if provided with the details, alternatively, Members could report it directly themselves.

### GP/82/21 **'Report It'**

It was noted that the following issues had been reported to the relevant authorities.

- Flytipping by Northway footbridge (reported to Network Rail).
- Vandalism to matting beneath Cableway/Aerial Rope Slide (reported to the Police).
- Fallen tree on the grass opposite The Park, Tewkesbury Borough Council (TBC) had failed take action before the tree fell (despite it having been reported) and upon removing they had also taken down a further tree. It was AGREED that the Council should ask TBC to replace the trees like-for-like.
- Youths pulling off fencing planks and throwing them into residents' gardens along the footpath backing Kestrel Way (reported to the Police).

Cllr Roberts asked that PCSO Simpson was thanked for addressing the problem of antisocial behaviour in Saxon Park with which he, along with Tewkesbury Borough Council, had been very proactive.

### GP/83/21 **Correspondence for Action**

- i. **Urban Tree Challenge Fund** – Details of fund for urban tree planting.

Cllr Roberts suggested that the back of The Park might be a good place to consider for planting of more trees in the future.

- ii. **Open Spaces** – Details of Grant a Green. Cllr MacTiernan PROPOSED no action was taken. Cllr Phennah SECONDED.

FOR: UNANIMOUS

### GP/84/21 **Correspondence for Information**

- i. **Glasdon** – Product information.
- ii. **Broxap** – Correspondence from new Sales Lead Developer.
- iii. **HAGS** – 'The Benefits of Trail Play'.



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GP/85/21 **Correspondence received after 13<sup>th</sup> May 2021**

- i. **Neighbourhood Alert** – Details of ‘Protect Your Pooch’ campaign.
- ii. **Keep Britain Tidy** – Reminder of Great British Spring Clean.

There being no further business, the meeting concluded at 8.10pm